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ABSTRACT

This program guide presents the standard fashion production and management curriculum for technical institutes in Georgia. It is designed to relate primarily to the development of those skills needed to become a qualified alterationist, clothing design assistant, home textiles assistant, fashion management assistant, or tailoring assistant. A general information section provides a program description and curriculum model, including standard curriculum, specializations, and course lists. Section 2 contains information on general core courses: English, basic mathematics, and interpersonal relations. Section 3 contains outlines of nine fundamental occupational courses: fashion principles, sewing fundamentals, pattern alterations and fitting, textiles, basic garment construction, altering, advanced garment construction, special fabrics, and knits. Section 4 contains outlines of 29 specific occupational courses: office accounting, microcomputers, tailoring, altering II and III, alterations internship, fashion business, fashion management internship, shirt/blouse design, skirt design, pants design, advanced pattern design, draping, clothing design internship, basic window treatments, specialty window treatments, home decoration, workroom techniques, installation techniques, home textiles internship, tailoring menswear, English tailoring, English tailoring menswear, English tailoring ladieswear, tailoring internship, principles of management, selling, visual merchandising, and entrepreneurship. For each course, component parts are: course overview (course description, competency areas, prerequisite, credit hours, contact hours), course outline (topics, competencies, class and lab hours), and resource list. An equipment list is appended. (YLB)

ED355335

FASHION PRODUCTION AND MANAGEMENT PROGRAM GUIDE

GEORGIA DEPARTMENT OF TECHNICAL AND
ADULT EDUCATION GA[illegible]
FY 89
CONTRACT # 89-110013

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FASHION PRODUCTION AND MANAGEMENT PROGRAM GUIDE

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HOW TO USE THIS MANUAL

Summary

This manual is divided into:

Tabs - major divisions, physically separated by numbered tab dividers

Sections - divisions within a tab

Subjects - divisions within a section

Numbering System

Each document (Subject) has a unique 6-digit number. This number is divided into 3 sets of 2 digits which are separated by dashes.

Example:	04	-	02	-	03
	TAB	-	SECTION	-	SUBJECT

Locating a Document

Document numbers appear on the upper right hand corner of each page (see top of this page). To locate a subject:

1. Refer to the Table of Contents.
2. Note the document number for the subject.

   Example: 04-02-03

3. Turn to the tab divider marked 04 and within this tab find Section 02 and Subject 03.

Table of Contents

The table of contents (00-00-01) is intended to give a cover-to-cover overview of the manual contents and organization. It lists contents of a Tab to the Section and Subject level.

Amendments

Registered manual holders are instructed to keep their manuals up-to-date.

Manuals Document Transmittal	All new or revised documents are sent to the registered holder of the manual and are recorded on a Manuals Document Transmittal Form. Transmittals are numbered consecutively, and instructions for use are printed on the form.
Amendment Record	The registered holder of the manual records the receipt of all manual document transmittals on the Amendment Record. This record and instructions are found on the reverse side of the manual title page.

GENERAL INFORMATION

Introduction

Overview

Fashion Production and Management is a program of study which is compatible with the policies of the Georgia Board of Technical and Adult Education and encourages each Fashion Production and Management program student to benefit and contribute as a partner in the economic development and stability of Georgia. The philosophy of the Fashion Production and Management program is founded on the value attributed to individual students, the fashion field, and technical education.

The Fashion Production and Management program of study is consistent with the philosophy and purpose of the institution. The program provides academic foundations in communications, mathematics, and human relations, as well as occupational fundamentals. Program graduates are well trained in the underlying fundamentals of fashion and related areas and are well prepared for employment and subsequent upward mobility.

The Fashion Production and Management program provides the student with the knowledge and skills to become a qualified alterationist, clothing design assistant, home textiles assistant, fashion management assistant, or tailoring assistant. Important attributes for success of program graduates are critical thinking, problem solving, and the application of the training to the work requirement. The present trend in this field is expected to continue for the foreseeable future.

The program structure acknowledges individual differences and provides opportunities for students to seek fulfillment of their educational goals. The program does not discriminate on the basis of race, color, national origin, religion, sex, handicapping condition, academic disadvantage, or economic disadvantage.

To assist each student to attain his or her respective potential within the program, both the instructor and the student incur an obligation in the learning process. The instructor is a manager of instructional resources and organizes instruction in a manner which promotes learning. The student assumes responsibility for learning by actively participating in the learning process.

This is a dynamic field which requires attention to current curriculum and up-to-date instructional equipment. The Fashion Production and Management program must promote the concept of change as the profession evolves. The need for nurturing the spirit of involvement and lifelong learning is paramount in the fashion field and related areas.

GENERAL INFORMATION

Introduction

Standard Curriculum

The Fashion Production and Management program guide presents the standard fashion production and management curriculum for technical institutes in Georgia. This curriculum addresses the minimum competencies for the Fashion Production and Management program. The competency areas included in a local Fashion Production and Management program may exceed what is contained in this program guide, but it must encompass the minimum competencies contained herein.

As changes occur in the Fashion Production and Management program, this guide will be revised to reflect those changes. Proposed changes are first evaluated and approved by the local program advisory committee and then forwarded to the State Technical Committee for approval and inclusion in the state standard program guide.

This program guide is designed to relate primarily to the development of those skills needed to become a qualified alterationist, clothing design assistant, home textiles assistant, fashion management assistant, or tailoring assistant.

GENERAL INFORMATION

Introduction

Developmental Process

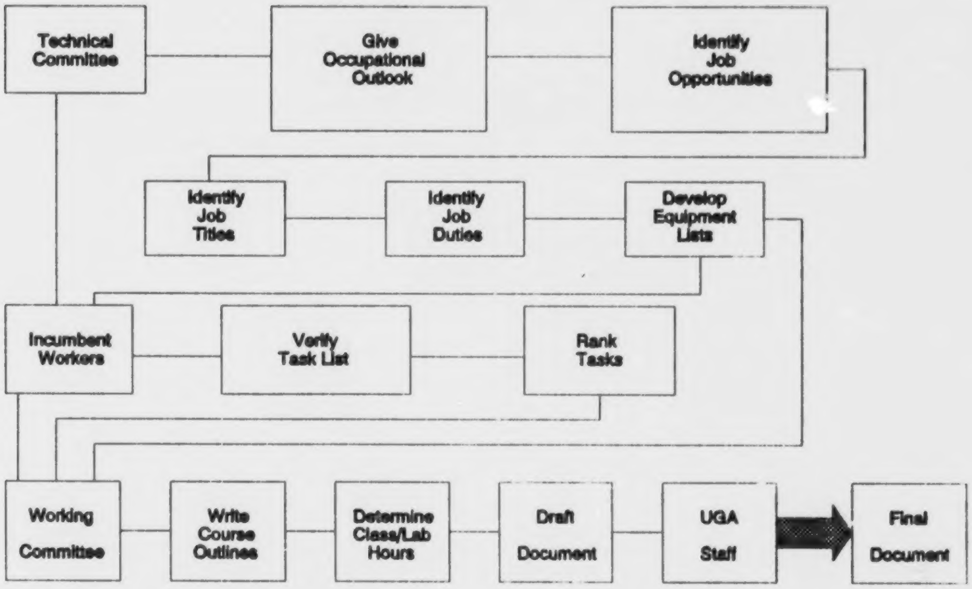
The development of the Fashion Production and Management program guide was based on the premise that the people in the industry can best determine program needs. With this in mind, representatives from businesses which would employ program graduates were asked to serve on a State Technical Committee to help identify the technical content and to provide overall guidance to ensure that the resulting program would produce graduates qualified for entry-level occupational positions in the industry.

The State Technical Committee verified an occupational task list that had been compiled through extensive research. These representatives included workers who had actually performed the duties and tasks being verified.

Technical institutes which would implement the curriculum were also included in the developmental effort. Representatives from the technical institutes provided the expertise in teaching methodology unique to each discipline and developed the courses contained in this program guide.

The University of Georgia coordinated and directed the development of the curriculum and produced the final program guide. The role of each group in the developmental process is shown in the diagram on the following page.

DATA/PROCESS FLOW DIAGRAM


Technical Committee
Give Occupational Outlook
Identify Job Opportunities
Identify Job Titles
Identify Job Duties
Develop Equipment Lists
Incumbent Workers
Verify Task List
Rank Tasks
Working Committee
Write Course Outlines
Determine Class/Lab Hours
Draft Document
UGA Staff
Final Document

GENERAL INFORMATION

Introduction

Purpose and Objectives

Purpose

The purpose of the Fashion Production and Management program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of fashion and related areas.

The Fashion Production and Management program provides educational opportunities regardless of race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, or economic disadvantage.

The Fashion Production and Management program is intended to produce graduates who are prepared for employment as an alterationist, clothing design assistant, home textiles assistant, fashion management assistant, or tailoring assistant. Program graduates are to be competent in the general areas of English, math, and interpersonal relations.

Graduates are to be competent in one of five occupational specializations.

Graduates specializing in alterations are to be competent in the technical areas of fashion principles, garment construction, ready-to-wear alterations, textiles, pattern fitting and alterations, special fabrics, knits, accounting, and entrepreneurship.

Graduates specializing in clothing design are to be competent in the technical areas of fashion principles, garment construction, pattern fitting and alterations, textiles, special fabrics, knits, shirt/blouse design, skirt design, pants design, advanced design, and draping.

Graduates specializing in fashion management are to be competent in the technical areas of fashion principles, garment construction, pattern fitting and alterations, textiles, special fabrics, knits, accounting, microcomputers, management, selling, and entrepreneurship.

Graduates specializing in home textiles are to be competent in the technical areas of fashion principles, garment construction, pattern fitting and alterations, textiles, special fabrics, knits, basic and specialty window treatments, home decoration principles, and drapery rod installation.

Graduates specializing in tailoring are to be competent in the technical areas of fashion principles, garment construction, pattern fitting and alterations, textiles, special fabrics, knits, contemporary tailoring, and English tailoring.

Objectives

1. Provide current curriculum, instructional materials, and equipment (in accordance with available funding) which teach knowledge, skills, and attitudes appropriate to industry needs.
2. Provide educational facilities which foster learning and provide safe, healthy environments available and accessible to all students who can benefit from the program.
3. Provide academic instruction which supports effective learning within the program and which enhances professional performance on the job.
4. Provide employability skills which foster work attitudes and work habits that will enable graduates of the program to perform as good employees.
5. Nurture the desire for learning so that graduates will pursue their own continuing education as a lifelong endeavor.
6. Provide an educational atmosphere which promotes a positive self-image and a sense of personal well-being.
7. Provide education that fosters development of good safety habits.
8. Provide admission, educational, and placement services without regard to race, color, national origin, religion, sex, age, or handicapping condition.
9. Provide information to the public regarding the program that will facilitate recruitment and enrollment of students.
10. Promote good public relations via contacts and regular communications with business, industry, and the public sector.
11. Promote faculty and student rapport and communications to enhance student success in the program.

GENERAL INFORMATION

Program Description

Program Defined

The Fashion Production and Management program is a sequence of courses that prepares students for careers in the fashion production and management field. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of fashion production and management theory and practical application necessary for successful employment. Program graduates receive a Fashion Production and Management diploma and have the qualifications of an alterationist, clothing design assistant, home textiles assistant, fashion management assistant, or tailoring assistant.

GENERAL INFORMATION

Program Description

Admissions

Admissions Requirements

Admission of new students to the Fashion Production and Management program is contingent upon their meeting all of the following requirements:

a) attainment of 16 or more years of age;
b) achievement of the 7th grade level in math, reading, and English as shown on a statistically validated test; and
c) completion of application and related procedures.

Admission of transfer students is contingent upon their meeting the following:

a) regular admission and good standing at a regionally accredited diploma or degree granting institution; and
b) proper completion of application and related procedures.

Provisional Admission

A new student who does not meet the regular admission requirements of the program may be admitted on a provisional basis. The requirements for provisional admission are:

a) attainment of 16 or more years of age;
b) achievement of the 6th grade level in math, reading, and English as shown on a statistically validated test or recommendation by program faculty and designated admissions personnel on the basis of interview and assessment of student potential; and
c) completion of application and related procedures.

GENERAL INFORMATION

Program Description

Typical Job Titles

The Fashion Production and Management program is assigned a (PGM) CIP code of (PGM) 20.0301 and specialization numbers of (SPC) 20.0391, alterationist; (SPC) 20.0304, clothing design assistant; (SPC) 20.0502, home textile assistant; (SPC) 08.0102, fashion management assistant; and (SPC) 20.0305, tailoring assistant. The Fashion Production and Management program guide is consistent with all other programs throughout the state which have the same (PGM) CIP code. The related D.O.T. job titles follow:

781.684-026	Draper
785.261-010	Alteration Tailor
785.261-014	Custom Tailor
785.361-010	Dressmaker
786.685-030	Sewing Machine Operator

GENERAL INFORMATION

Program Description

Accreditation and Certification

This program must conform to the institutional accreditation requirements of the Southern Association of Colleges and Schools by meeting Commission on Colleges (COC) or Commission on Occupational Education Institutions (COEI) accreditation requirements and must not conflict with the accreditation criteria established by COC and COEI.

GENERAL INFORMATION

Curriculum Model

Standard Curriculum

The standard curriculum for the Fashion Production and Management program is set up on the quarter system. The suggested sequences for the program are given below. Technical institutes may implement the Fashion Production and Management program by using one of the sequences below or by using a locally developed sequence designed to reflect course prerequisites and/or corequisites.

Course			Class Hours	Lab Hours	Weekly Contact Hours	Credits
SUGGESTED SEQUENCE I						
FIRST QUARTER						
FPM	101	Fashion Principles	4	0	4	4
FPM	102	Sewing Fundamentals	2	4	6	4
FPM	103	Pattern Alterations and Fitting Analysis	2	4	6	4
FPM	106	Altering Ready-to-Wear I	1	3	4	2
MAT	100	Basic Mathematics	3	0	3	3
			12	11	23	17
SECOND QUARTER						
ENG	100	English	5	0	5	5
FPM	104	Textiles	4	0	4	4
FPM	105	Basic Garment Construction	2	4	6	4
FPM	109	Knits	1	3	4	2
PSY	100	Interpersonal Relations and Professional Development	3	0	3	3
			15	7	22	18

Course	Class Hours	Lab Hours	Weekly Contact Hours	Credits
THIRD QUARTER PARTIAL (Continued in Specializations)				
FPM 107 Advanced Garment Construction	2	4	6	4
FPM 108 Special Fabrics	2	4	6	4
	4	8	12	8

GENERAL INFORMATION

Curriculum Model

Alterations Specialization

Course	Class Hours	Lab Hours	Weekly Contact Hours	Credits
THIRD QUARTER				
XXX xxx Elective(s)	-	-	-	5
	-	-	-	5
FOURTH QUARTER				
BUS 208 Office Accounting	3	2	5	4
FPM 111 Introduction to Contemporary Tailoring	2	4	6	4
FPM 112 Altering Ready-to-Wear II	2	6	8	4
	7	12	19	12
FIFTH QUARTER				
FPM 113 Altering Ready-to-Wear III	2	6	8	4
MKT 110 Entrepreneurship	6	4	10	8
XXX xxx Elective(s)	-	-	-	3
	8	10	18	15
SIXTH QUARTER				
FPM 114 O.B.I. - Alterations Internship	0	24	24	8
XXX xxx Elective(s)	-	-	-	5
	0	24	24	13

GENERAL INFORMATION

Curriculum Model

Clothing Design Specialization

Course	Class Hours	Lab Hours	Weekly Contact Hours	Credits
THIRD QUARTER				
XXX xxx Elective(s)	-	-	-	5
	-	-	-	5
FOURTH QUARTER				
FPM 120 Shirt/Blouse Design	2	6	8	4
FPM 121 Skirt Design	2	6	8	4
XXX xxx Elective(s)	-	-	-	5
	4	12	16	13
FIFTH QUARTER				
FPM 122 Pants Design	1	3	4	2
FPM 123 Advanced Pattern Design	2	6	8	4
FPM 124 Draping	2	6	8	4
XXX xxx Elective(s)	-	-	-	5
	5	15	20	15
SIXTH QUARTER				
FPM 127 O.B.I. - Clothing Design Internship	0	24	24	8
XXX xxx Elective(s)	-	-	-	4
	0	24	24	12

GENERAL INFORMATION

Curriculum Model

Home Textiles Specialization

Course	Class Hours	Lab Hours	Weekly Contact Hours	Credits
THIRD QUARTER				
XXX xxx Elective(s)	-	-	-	5
	-	-	-	5
FOURTH QUARTER				
FPM 130 Basic Window Treatments	2	6	8	4
FPM 132 Home Decoration Principles	2	6	8	4
XXX xxx Elective(s)	-	-	-	5
	4	12	16	13
FIFTH QUARTER				
FPM 131 Specialty Window Treatments	2	6	8	4
FPM 133 Workroom Techniques	2	6	8	4
FPM 134 Installation Techniques	2	0	2	2
XXX xxx Elective(s)	-	-	-	5
	6	12	18	15
SIXTH QUARTER				
FPM 137 O.B.I. - Home Textiles Internship	0	24	24	8
XXX xxx Elective(s)	-	-	-	4
	0	24	24	12

GENERAL INFORMATION

Curriculum Model

Fashion Management Specialization

Course	Class Hours	Lab Hours	Weekly Contact Hours	Credits
THIRD QUARTER				
MKT 101 Principles of Management	5	0	5	5
	5	0	5	5
FOURTH QUARTER				
BUS 208 Office Accounting	3	2	5	4
CMP 101 Introduction to Microcomputers	1	4	5	3
FPM 116 Inside the Fashion Business	5	0	5	5
MKT 106 Fundamentals of Selling	5	0	5	5
	14	6	20	17
FIFTH QUARTER				
MKT 109 Visual Merchandising	3	2	5	4
MKT 110 Entrepreneurship	6	4	10	8
	9	6	15	12
SIXTH QUARTER				
FPM 117 O.B.I. - Fashion Management Internship	0	24	24	8
XXX xxx Elective(s)	-	-	-	3
	0	24	24	11

GENERAL INFORMATION

Curriculum Model

Tailoring Specialization

Course	Class Hours	Lab Hours	Weekly Contact Hours	Credits
THIRD QUARTER				
FPM 111 Introduction to Contemporary Tailoring	2	4	6	4
XXX xxx Elective(s)	-	-	-	3
	2	4	6	7
FOURTH QUARTER				
FPM 141 Contemporary Tailoring Menswear	2	6	8	4
FPM 142 Introduction to English Tailoring	2	6	8	4
XXX xxx Elective(s)	-	-	-	6
	4	12	16	14
FIFTH QUARTER				
FPM 143 English Tailoring Menswear	2	6	8	4
FPM 144 English Tailoring Ladieswear	2	6	8	4
XXX xxx Elective(s)	-	-	-	4
	4	12	16	12

Course			Class Hours	Lab Hours	Weekly Contact Hours	Credits
SIXTH QUARTER						
FPM	147	O.B.I. - Tailoring Internship	0	24	24	8
XXX	xxx	Elective(s)	-	-	-	4
			0	24	24	12

GENERAL INFORMATION

Curriculum Model

General Core Courses

The general core courses provide students with a foundation in the basic skills which enable them to express themselves more clearly, both orally and in writing, and to perform the mathematical functions required in this occupation. The general core courses for the Fashion Production and Management program are listed below.

ENG	100	English	**5 Credits**
MAT	100	Basic Mathematics	**3 Credits**
PSY	100	Interpersonal Relations and Professional Development	**3 Credits**

GENERAL INFORMATION

Curriculum Model

Fundamental Occupational Courses

The fundamental occupational courses provide students with a foundation in the area of fashion production and management which is needed to progress to the more highly specialized courses in fashion production and management. The fundamental occupational courses are listed below.

FPM	101	Fashion Principles	4 Credits
FPM	102	Sewing Fundamentals	4 Credits
FPM	103	Pattern Alterations and Fitting Analysis	4 Credits
FPM	104	Textiles	4 Credits
FPM	105	Basic Garment Construction	4 Credits
FPM	106	Altering Ready-to-Wear I	2 Credits
FPM	107	Advanced Garment Construction	4 Credits
FPM	108	Special Fabrics	4 Credits
FPM	109	Knits	2 Credits

GENERAL INFORMATION

Curriculum Model

Specific Occupational Courses

The specific occupational courses build upon the fundamental occupational courses to provide students with the basic knowledge and skill required to work as a alterationist, clothing design assistant, home textiles assistant, fashion management, or tailoring assistant. The specific occupational courses offered in the Fashion Production and Management program are listed below.

BUS	208	Office Accounting	4 Credits
CMP	101	Introduction to Microcomputers	3 Credits
FPM	111	Introduction to Contemporary Tailoring	4 Credits
FPM	112	Altering Ready-to-Wear II	4 Credits
FPM	113	Altering Ready-to-Wear III	4 Credits
FPM	114	O.B.I. - Alterations Internship	8 Credits
FPM	116	Inside the Fashion Business	5 Credits
FPM	117	O.B.I. - Fashion Management Internship	8 Credits
FPM	120	Shirt/Blouse Design	4 Credits
FPM	121	Skirt Design	4 Credits
FPM	122	Pants Design	2 Credits
FPM	123	Advanced Pattern Design	4 Credits
FPM	124	Draping	4 Credits
FPM	127	O.B.I. - Clothing Design Internship	8 Credits

FPM	130	Basic Window Treatments	4 Credits
FPM	131	Specialty Window Treatments	4 Credits
FPM	132	Home Decoration Principles	4 Credits
FPM	133	Workroom Techniques	4 Credits
FPM	134	Installation Techniques	2 Credits
FPM	137	O.B.I. - Home Textiles Internship	8 Credits
FPM	141	Contemporary Tailoring Menswear	4 Credits
FPM	142	Introduction to English Tailoring	4 Credits
FPM	143	English Tailoring Menswear	4 Credits
FPM	144	English Tailoring Ladieswear	4 Credits
FPM	147	O.B.I. - Tailoring Internship	8 Credits
MKT	101	Principles of Management	5 Credits
MKT	106	Fundamentals of Selling	5 Credits
MKT	109	Visual Merchandising	4 Credits
MKT	110	Entrepreneurship	8 Credits

GENERAL INFORMATION

Curriculum Model

Electives

Elective courses are provided to allow for the different levels of prior knowledge and skills brought to the classroom by students with diverse backgrounds, educational attainment, and specialized interests.

Decisions regarding the selection and appropriateness of any elective are made by the student after consultation with the instructor. Courses from other departments may be taken as electives when considered appropriate for a student's academic circumstances and career goals.

GENERAL INFORMATION

Curriculum Model

Areas of Specialization

The industry technical committee identified five areas of specialization for which training is needed. In this section the courses required to gain skills are identified for each area of specialization.

After completion of the required 43 credit Fashion Production and Management general core and fundamental occupational courses, the student will select an advanced specialization which provides an opportunity for a more specific career path as an alterationist, clothing design assistant, home textiles assistant, fashion management assistant, or tailoring assistant. The courses included in the five Fashion Production and Management specializations are listed below.

			Credits
Essential Alterations Specialization Courses			45
BUS	208	Office Accounting	4
FPM	111	Introduction to Contemporary Tailoring	4
FPM	112	Altering Ready-to-Wear II	4
FPM	113	Altering Ready-to-Wear III	4
FPM	114	O.B.I. - Alterations Internship	8
MKT	110	Entrepreneurship	8
XXX	xxx	Occupational or Occupationally Related Electives	13

OR

			Credits
Essential Clothing Design Specialization Courses			45
FPM	120	Shirt/Blouse Design	4
FPM	121	Skirt Design	4
FPM	122	Pants Design	2
FPM	123	Advanced Pattern Design	4
FPM	124	Draping	4
FPM	127	O.B.I. - Clothing Design Internship	8
XXX	xxx	Occupational or Occupationally Related Electives	19

OR

			Credits
Essential Home Textiles Specialization Courses			45
FPM	130	Basic Window Treatments	4
FPM	131	Specialty Window Treatments	4
FPM	132	Home Decoration Principles	4
FPM	133	Workroom Techniques	4
FPM	134	Installation Techniques	2
FPM	137	O.B.I. - Home Textiles Internship	8
XXX	xxx	Occupational or Occupationally Related Electives	19

OR

Essential Fashion Management Specialization Courses			45
BUS	208	Office Accounting	4
CMP	101	Introduction to Microcomputers	3
FPM	116	Inside the Fashion Business	5
FPM	117	O.B.I. - Fashion Management Internship	8
MKT	101	Principles of Management	5
MKT	106	Fundamentals of Selling	5
MKT	109	Visual Merchandising	4
MKT	110	Entrepreneurship	8
XXX	xxx	Occupational or Occupationally Related Electives	3

OR

Essential Tailoring Specialization Courses			45
FPM	111	Introduction to Contemporary Tailoring	4
FPM	141	Contemporary Tailoring Menswear	4
FPM	142	Introduction to English Tailoring	4
FPM	143	English Tailoring Menswear	4
FPM	144	English Tailoring Ladieswear	4
FPM	147	O.B.I. - Tailoring Internship	8
XXX	xxx	Occupational or Occupationally Related Electives	17

GENERAL CORE

ENG 100 - English

Course Overview

Course Description

Emphasizes the development and improvement of written and oral communications abilities. Topics include: basic grammar; language usage; vocabulary; idea development; spelling; outlining; sentence elements; sentence development; paragraph development; revision; listening skills; reading skills; and locating, using, and organizing information. Homework assignments reinforce classroom learning.

Competency Areas

Basic Oral Communications
Listening Skills
Basic Grammar and Sentence Skills
Paragraph Development
Reading Skills

Prerequisite

Program admission level English and reading competency

Credit Hours

5

Contact Hours Per Week

Class - 5

Lab - 0

GENERAL CORE

ENG 100 - English

Course Outline

Recommended Outline	**After completing this section, the student will:**	**Hours**	
		Class	**Lab**
BASIC ORAL COMMUNICATIONS		15	0
Telephone etiquette	Recognize effective telephone communication.		
Small group interaction	Participate in group interaction.		
Language registers	Recognize different levels of language.		
Oral presentations	Give oral presentations. Interview and introduce a person. Demonstrate a product or procedure. Convey thoughts in a way that accomplishes desired results. Role play a job-related situation.		
LISTENING SKILLS		5	0
Listening techniques	Summarize and paraphrase.		
Nonverbal communication	Take accurate notes that summarize material presented. Interpret nonverbal clues.		

Recommended Outline	After completing this section, the student will:	Hours Class	 Lab
Directions	Follow directions.		
BASIC GRAMMAR AND SENTENCE SKILLS		**10**	**0**
Nouns, pronouns, verbs, adverbs, adjectives	Use sentence parts correctly.		
Sentence patterns	Recognize basic sentence patterns.		
Sentence structure	Structure sentences effectively.		
Word choice, style, punctuation	Practice peer editing, preferably with word processing.		
PARAGRAPH DEVELOPMENT		**15**	**0**
Topic	Develop a topic sentence.		
Organization	Organize unified details for a paragraph.		
Paragraph elements	Write a paragraph which contains a narrow subject; a controlling idea; relevant, concrete details; and logical organization.		
Revision	Edit and revise paragraphs, preferably using a word processor. Reinforce reading skills through paragraph revision.		

Recommended Outline	**After completing this section, the student will:**	**Hours**	
		Class	**Lab**
READING SKILLS		5	0
Library usage	Demonstrate the ability to use library cataloging system.		
Reference usage	Reinforce reading skills through reference usage.		
	Complete a library worksheet on locating various references.		
	Demonstrate the ability to use indexes to find information in professional journals.		

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02-01-03

GENERAL CORE

ENG 100 - English

Resources

Books

Lewis, S. D., Smith, H., Baker, F., Ellegood, G., Kopay, C., & Tanzer, W. (1988). *Writing skills for technical students* (2nd ed.). Englewood Cliffs, NJ: Prentice Hall.

Van Alstyne, J. S. (1985). *Professional and technical writing strategies*. Englewood Cliffs, NJ: Prentice Hall.

GENERAL CORE

MAT 100 - Basic Mathematics

Course Overview

Course Description

Emphasizes basic mathematical concepts. Topics include: mathematical operations with whole numbers, fractions, decimals, percents, ratio/proportion, and measurement using common English and metric units. Class includes lecture, applications, and homework to reinforce learning.

Competency Areas

Mathematical Operations
Fractions
Decimals
Percents
Ratio and Proportion
Measurement and Conversion

Prerequisite

Program admission level math competency

Credit Hours

3

Contact Hours Per Week

Class - 3

Lab - 0

Document Number:
02-02-02

GENERAL CORE

MAT 100 - Basic Mathematics

Course Outline

Recommended Outline	**After completing this section, the student will:**	**Hours**	
		Class	**Lab**
MATHEMATICAL OPERATIONS		4	0
Addition Subtraction Multiplication Division	Solve whole number problems using basic mathematical skills.		
Symbols	Recognize symbols and groupings and use them to solve hierarchy of operations problems with whole numbers.		
Order of operations			
Properties			
FRACTIONS		11	0
Definition of fractions	Define fractions. Identify proper and improper fractions.		
Equivalent fractions			
Greatest common divisor (GCD)			

Recommended Outline	After completing this section, the student will:	Hours	
		Class	Lab
Basic operations using fractions	Solve fraction problems using basic multiplication, division, addition, and subtraction operations.		
DECIMALS		3	0
Definition of decimals and place value			
Basic operations of mathematics with decimals	Solve mathematical problems using decimals.		
Round-off procedures			
Conversion of fractions to decimals, and decimals to fractions	Recognize the relationship between fractions and decimals.		
PERCENTS		3	0
Definition	Solve problems using percents.		
Fractions, decimals, and percents			
Base-rate-part problems	Demonstrate skill in solving base-rate-percent problems.		
RATIO AND PROPORTION		6	0
Definition of ratio, rates, and proportions	Construct and solve problems involving ratios and proportions.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
MEASUREMENT AND CONVERSION		**3**	**0**
Define base units of length, area, volume, weight, temperature, and time	Determine proper dimensions. Solve basic measurement problems. Convert units within basic systems. Convert between English and metric systems.		

GENERAL CORE

MAT 100 - Basic Mathematics

Resources

Books

Harter, J. H., & Beitzel, W. D. (1988). *Mathematics applied to electronics* (3rd ed.). Englewood Cliffs, NJ: Prentice Hall.

Heywood, A. H. (1982). *Arithmetic: A programmed worktext* (4th ed.). Monterey, CA: Brooks/Cole.

Johnston, C. L., Willis, A. T., & Hughes, G. M. (1988). *Essential arithmetic* (5th ed.). Belmont, CA: Wadsworth.

Keedy, M. L., & Bittinger, M. L. (1986). *Introductory algebra* (5th ed.). Perdue, IN: Addison-Wesley.

Keedy, M. L., & Bittinger, M. L. (1987). *Essential mathematics* (5th ed.). Perdue, IN: Addison-Wesley.

Lewis, H. (1986). *Technical mathematics.* Albany, NY: Delmar.

Palmer, C. I., & Mrachek, L. A. (1985). *Practical mathematics* (7th ed.). Minneapolis: McGraw-Hill.

Proga, R. (1987). *Basic mathematics* (2nd ed.). Boston: Prindle, Weber & Schmidt.

Washington, A. J., & Triola, M. F. (1984). *Technical mathematics* (3rd ed.). Poughkeepsie, NY: Benjamin/Cummings.

GENERAL CORE

PSY 100 - Interpersonal Relations and Professional Development

Course Overview

Course Description

Provides a study of human relations and professional development in today's rapidly changing world that prepares students for living and working in a complex society. Topics include: personal skills required for understanding the self and others; projecting a professional image; job acquisition skills such as conducting a job search, interviewing techniques, job application, and resume preparation; desirable job performance skills; and desirable attitudes necessary for job retention and advancement.

Competency Areas

Human Relations Skills
Job Acquisition Skills
Job Retention Skills
Job Advancement Skills
Professional Image Skills

Prerequisite

Provisional admission

Credit Hours

3

Contact Hours Per Week

Class - 3

Lab - 0

GENERAL CORE

PSY 100 - Interpersonal Relations and Professional Development

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
HUMAN RELATIONS SKILLS		**6**	**0**
Goal setting	Develop and set personal goals.		
Stress management	Diagnose and respond to own stress level.		
Behavior problems	Identify strategies to handle difficult behaviors effectively.		
Personal introductions	Make proper introductions.		
Problem solving/decision making	Identify strategies to solve problems/make decisions.		
JOB ACQUISITION SKILLS		**15**	**0**
Job search	Identify strategies to conduct a job search.		
Career goals	Develop and set career goals.		
Employment documents	Prepare letter of application.		
	Prepare résumé/applications.		
	Prepare follow-up letters.		

Recommended Outline	**After completing this section, the student will:**	**Hours**	
		Class	**Lab**
Interviewing	Demonstrate interviewing techniques.		
JOB RETENTION SKILLS		**3**	**0**
Office relationships	Identify techniques used to work effectively with co-workers.		
Time management	Develop time management strategies.		
JOB ADVANCEMENT SKILLS		**3**	**0**
Performance appraisal	Demonstrate ability to accept counseling positively.		
	Demonstrate ability to negotiate promotion/salary increase.		
Supervisory chain	Explain chain of responsibility.		
PROFESSIONAL IMAGE SKILLS		**3**	**0**
Image	Project professional image.		
Attitude	Project professional attitude.		

GENERAL CORE

PSY 100 - Interpersonal Relations and Professional Development

Resources

Books

DuBrin, A. J. (1988). *Human relations: A job oriented approach* (4th ed.). Englewood Cliffs, NJ: Prentice Hall.

Milton, C. R. (1981). *Human behavior in organizations: Three levels of behavior.* Englewood Cliffs, NJ: Prentice Hall.

Reynolds, C. (1988). *Dimensions in professional development* (3rd ed.). Cincinnati: South-Western.

Rogers, C. R. (1981). *Human behavior in organizations*. Cincinnati: South-Western.

Wilkes, M., & Crosswait, C. B. (1987). *Professional development: The dynamics of success* (3rd ed.). Atlanta: Harcourt Brace Jovanovich.

Williams, C. J., & Huber, G. P. (1986). *Human behavior in organizations* (3rd ed.). Cincinnati: South-Western.

FUNDAMENTAL OCCUPATIONAL

FPM 101 - Fashion Principles

Course Overview

Course Description

Introduces students to the field of fashion. Topics include: fashion terminology; fashion cycles; historic apparel; prominent and influential designers; fashion trends; current trade publications; social, psychological, and economic aspects of clothing; wardrobe planning and principles of design; and career awareness.

Competency Areas

Fashion Terminology
History of Fashion
Fashion Cycles
Social, Psychological, and Economic Aspects of Clothing
Wardrobe Planning and Principles of Design
Career Awareness

Prerequisite

Provisional admission

Credit Hours

4

Contact Hours Per Week

Class - 4

Lab - 0

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FUNDAMENTAL OCCUPATIONAL

FPM 101 - Fashion Principles

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	 Lab
FASHION TERMINOLOGY		**1**	**0**
Fashion terms	Identify terms associated with fashion construction and the fashion field.		
	Define terms associated with fashion construction and the fashion field.		
HISTORY OF FASHION		**5**	**0**
Historical events	Identify major events that have historically influenced fashion.		
FASHION CYCLES		**3**	**0**
Cycles	Identify fashion cycles.		
	Give examples of fashion cycles.		
SOCIAL, PSYCHOLOGICAL, AND ECONOMIC ASPECTS OF CLOTHING		**14**	**0**
Social aspects	Analyze the social aspects of clothing.		
Psychological aspects	Analyze the psychological aspects of clothing.		
Economic aspects	Analyze the economic aspects of clothing.		

Recommended Outline	After completing this section, the student will:	Hours	
		Class	Lab
Examples	Give examples of social, psychological, and economic influences on clothing.		
WARDROBE PLANNING AND PRINCIPLES OF DESIGN		**15**	**0**
Principles of design	Identify the principles of design.		
	Relate principles of design to wardrobe planning.		
Wardrobe planning	List factors to be considered when planning a wardrobe.		
Personal wardrobe	Evaluate personal wardrobe.		
	Plan items needed in personal wardrobe.		
Career wardrobe	Plan a career wardrobe.		
CAREER AWARENESS		**2**	**0**
Fashion industry opportunities	Identify the various career opportunities in the fashion industry.		
	Explain the various career opportunities in the fashion industry.		

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FUNDAMENTAL OCCUPATIONAL

FPM 101 - Fashion Principles

Resources

Books

Bigelow, M. (1979). *Fashion in history: Western dress, prehistoric to the present* (2nd ed.). Edina, MN: Burgess.

Bixler, S. (1985). *The professional image: The total program for marketing yourself visually.* New York: Putnam.

Boucher, F. (1987). *20,000 years of fashion: The history of costume and personal adornment.* New York: Abrams.

Calasibetta, C. M. (1975). *Fairchild's dictionary of fashion.* New York: Fairchild.

Cassin-Scott, J., & Green, R. (1986). *The illustrated encyclopedia of costume and fashion 1550-1920.* New York: Sterling.

Geringer, S. (1986). *Fashion: Color, line, and design* (3rd ed.). Mission Hills, CA: Glencoe.

Golden, N. J. (1986). *Dress right for business.* New York: McGraw-Hill.

Johnson, J. G. (1983). *Clothing: Image and impact.* Cincinnati: South-Western.

Kawashima, M. (1976). *Fundamentals of men's fashion design: A guide to tailored clothes* (rev. ed.). New York: Fairchild.

Keers, P. (1988). *A gentleman's wardrobe: Classic clothes and the modern man.* New York: Crown.

Kefgen, M., & Touchie-Specht, P. (1986). *Individuality in clothing selection and personal appearance: A guide for the consumer* (4th ed.). New York: Macmillan.

Molloy, J. T. (1976). *Dress for success.* New York: Warner.

Revelli, C. (1983). *Color and you: Discover how the right colors can make you look your best, enhance your wardrobe*. New York: Pocket Books.

Wallach, J. (1986). *Looks that work: How to match your wardrobe to your professional profile and create the image that's right for you*. New York: Viking.

Audiovisuals

Learning Seed. (1986). *Clothing speaks* (VHS videocassette). Lake Zurich, IL: Author.

Learning Seed. (1986). *Men's workable wardrobe* (VHS videocassette). Lake Zurich, IL: Author.

Learning Seed. (1986). *Women's workable wardrobe* (VHS videocassette). Lake Zurich, IL: Author.

Learning Seed. (1987). *Color in clothing* (VHS Videocassette). Lake Zurich, IL: Author.

FUNDAMENTAL OCCUPATIONAL

FPM 102 - Sewing Fundamentals

Course Overview

Course Description

Introduces the student to the basics of sewing. Topics include: sewing machine operation, measurements, small tools, notions, introduction to patterns, and basic construction techniques. Laboratory work parallels class work.

Competency Areas

Operation of Sewing Equipment
Measurements
Small Tools and Notions
Introduction to Patterns
Basic Construction Techniques

Prerequisite

Provisional admission

Credit Hours

4

Contact Hours Per Week

Class - 2

D.Lab - 4

Document Number:
03-02-02

FUNDAMENTAL OCCUPATIONAL

FPM 102 - Sewing Fundamentals

Course Outline

Recommended Outline	After completing this section, the student will:	Hours	
		Class	Lab
OPERATION OF SEWING EQUIPMENT		1	5
Domestic sewing machines	Identify various domestic sewing machine parts.		
Accessories	Identify accessories for various domestic sewing machines.		
Sewing machine bobbin	Place bobbin on bobbin winder.		
	Tie on thread.		
	Thread sewing machine.		
	Insert bobbin in bobbin case.		
	Replace bobbin in case.		
	Bring up bobbin thread.		
	Change needles.		
	Match pieces of garments.		
	Position pieces of garments.		
Maintenance of equipment	Add oil to maintain oil level (lubrication points).		

Recommended Outline	After completing this section, the student will:	Hours Class	 Lab
	Clean lint from machine.		
	Replace light bulb.		
	Clean work area floor.		
Machine control skills	Develop machine control skills required to produce basic and advanced stitches.		
Decorative stitches	Apply decorative machine stitches.		
MEASUREMENTS		**3**	**3**
Standard measurements	Identify standard measurements used when sewing.		
SMALL TOOLS AND NOTIONS		**1**	**2**
Small tools and notions identification and use	Identify small tools and notions used when sewing.		
	Demonstrate skill in operation and application of small tools and notions.		
Selecting notions	Select appropriate size, fiber, and color thread to match materials.		
INTRODUCTION TO PATTERNS		**5**	**3**
Pattern brands	Identify different pattern brands.		
	Compare and contrast various pattern brands.		

Recommended Outline	After completing this section, the student will:	Hours Class	Lab
	Evaluate various pattern brands.		
Pattern layout	Lay out pattern pieces.		
Pattern marking	Transfer pattern markings.		
Staystitching	Staystitch garment pieces.		
BASIC CONSTRUCTION TECHNIQUES		10	27
Material preparation	Pretreat fabric, notions, and trim.		
	Straighten fabric grain.		
Button application	Apply sew through buttons.		
	Apply shank buttons.		
Fastener application	Attach snap.		
	Attach hook and eye.		
Zipper application	Insert exposed zipper.		
	Insert fly front zipper.		
	Insert neckline (lapped application).		
	Insert neckline zipper (centered application).		
Thread loops	Make thread loops.		
Curved edges	Sew curved edges.		
Top stitching	Topstitch garments.		

Recommended Outline	**After completing this section, the student will:**	**Hours Class**	**Lab**
Square corners	Sew square corners.		
	Sew square corners (continuous stitching).		
Straight seams	Sew straight seams.		
	Construct seams.		
Interfacing application	Apply fusible interfacing.		
	Apply different seam finishes.		
Shoulder pad application	Apply shoulder pads and heading.		
Garment pressing	Press completed garment.		

FUNDAMENTAL OCCUPATIONAL

FPM 102 - Sewing Fundamentals

Resources

Books

DeCosse, C., Inc. Staff. (1987). *Time saving sewing*. Minnetonka, MN: DeCosse.

Dodson, J. (1988). *Know your sewing machine*. Radnor, PA: Chilton.

Reich, N. A. (1978). *Essentials of clothing construction*. Englewood Cliffs, NJ: Prentice Hall.

FUNDAMENTAL OCCUPATIONAL

FPM 103 - Pattern Alterations and Fitting Analysis

Course Overview

Course Description

Provides instruction in individualizing commercial patterns. Topics include: applying classroom knowledge and skills, body measurements and fitting methods, proper usage and maintenance of equipment, work area management, pattern alterations, and individualized master patterns. Laboratory work parallels class work.

Competency Areas

Body Measurements and Fitting Methods
Application and Use of Appropriate Equipment
Individualized Master Patterns
Pattern Alterations

Prerequisite/Corequisite

MAT 100

Credit Hours

4

Contact Hours Per Week

Class - 2

D.Lab - 4

Document Number:
03-03-02

FUNDAMENTAL OCCUPATIONAL

FPM 103 - Pattern Alterations and Fitting Analysis

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Lab
BODY MEASUREMENTS AND FITTING METHODS		**3**	**9**
Body measurements	Identify the areas of the body to be measured.		
	Measure client.		
	Perform the measuring on a partner.		
Basic pattern fit	Identify methods of determining the fit of a basic pattern.		
Figure types and sizes	Determine figure types and sizes.		
Alterations	Determine alterations needed.		
APPLICATION AND USE OF APPROPRIATE EQUIPMENT		**1**	**0**
Tool identification	Identify tools needed for body measurements and pattern adjustments.		
Equipment and tool use	Demonstrate the proper usage of equipment and tools.		

Recommended Outline	**After completing this section, the student will:**	**Hours**	
		Class	**Lab**
INDIVIDUALIZED MASTER PATTERNS		**6**	**21**
Personal adjustments	Determine adjustments needed.		
	Analyze pattern length adjustments.		
	Execute pattern length adjustments.		
	Analyze pattern width adjustments.		
	Execute pattern width adjustments.		
PATTERN ALTERATIONS		**10**	**10**
Alterations	Adjust pattern for broad shoulders/narrow shoulders.		
	Adjust pattern for high hip.		
	Adjust pattern for hollow chest.		
	Adjust pattern for midriff bulge.		
	Adjust pattern for round shoulder/erect posture.		
	Adjust pattern for swayback.		
	Adjust pattern to fit broad back/narrow back.		
	Enlarge/decrease pants at thigh.		
	Enlarge/decrease pattern at abdomen/buttocks.		
	Increase/decrease bust.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
	Increase/decrease crotch depth.		
	Increase/decrease crotch length.		
	Increase/decrease hip.		
	Increase/decrease sleeve width.		
	Increase/decrease waist.		
	Lengthen/shorten dart.		
	Lengthen/shorten pattern.		
	Raise/lower bust.		
	Raise/lower pattern neckline.		
	Raise/lower pattern shoulder seams (square shoulder, sloped shoulder).		
	Raise/lower underarm curve.		

FUNDAMENTAL OCCUPATIONAL

FPM 103 - Pattern Alterations and Fitting Analysis

Resources

Books

Gioello, D. A., & Berke, B. (1979). *Figure types and size ranges*. New York: Fairchild.

Hutton, J. (1974). *How to fit pants*. Minnetonka, MN: DeCosse.

Valentine, C. (1974). *How to fit patterns*. Minnetonka, MN: DeCosse.

FUNDAMENTAL OCCUPATIONAL

FPM 104 - Textiles

Course Overview

Course Description

Emphasizes selection, use, performance, and care of textile products. Topics include: natural and man-made fibers; yarns; fabrics; finishes; characteristics, use and care of different fabrics; textile testing; major provisions of Federal textile laws; and appropriate laundering and stain removal procedures.

Competency Areas

Types of Natural and Man-Made Fibers
Fabric Construction
Textile Testing
Finishes
Federal Textile Laws
Care of Fabrics

Prerequisite

Provisional admission

Credit Hours

4

Contact Hours Per Week

Class - 4

Lab - 0

FUNDAMENTAL OCCUPATIONAL

FPM 104 - Textiles

Course Outline

Recommended Outline	After completing this section, the student will:	Hours	
		Class	Lab
TYPES OF NATURAL AND MAN-MADE FIBERS		**10**	**0**
Natural fibers	Identify natural fibers.		
	List characteristics of natural fibers.		
Man-made fibers	Identify man-made fibers.		
	List characteristics of man-made fibers.		
	Evaluate the various fibers for specific garments.		
Fibers and fabrics	Determine the difference between fibers and fabrics.		
FABRIC CONSTRUCTION		**10**	**0**
Methods of fabric construction	Identify the various methods of fabric construction.		
TEXTILE TESTING		**5**	**0**
Textile testing	Identify the tests used in textile manufacturing.		
	Explain the purpose of tests used in textile manufacturing.		
	Simulate one of the tests used in textile manufacturing.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
FINISHES		5	0
Fabric finishes	Describe the various finishes that are used on fabrics.		
FEDERAL TEXTILE LAWS		5	0
Textile laws	Summarize the federal laws governing textile production and sale.		
CARE OF FABRICS		5	0
Fabric care	Explain why proper care of fabrics is important.		
Stain removal	Compare and contrast various stain removal and care instructions for fibers and fabrics.		

Document Number:
03-04-03

FUNDAMENTAL OCCUPATIONAL

FPM 104 - Textiles

Resources

Books

American Home Economics Association. (1977). *Fabrics and textiles merchandising - Competency based teaching module.* Washington, DC: Author.

Beaulieu, R. J. (1986). *Fashion textiles and laboratory workbook* (3rd ed.). Mission Hills, CA: Glencoe.

Cincinnati Public Schools. (1977). *Exploring fabrics* (4th ed.). Peoria, IL: McKnight.

Cohen, A. C. (1982). *Beyond basic textiles.* New York: Fairchild.

Corbman, B. P. (1976). *Textiles, fiber to fabric.* New York: McGraw-Hill.

Gawne, E. J. (1973). *Fabrics for clothing* (3rd ed.). New York: Bennett.

Gioello, D. A. (1982). *Understanding fabrics: From fiber to finished cloth.* New York: Fairchild.

Joseph, M. L., & Gieseking, A. G. (1981). *Illustrated guide to textiles* (3rd ed.). Fullerton, CA: Plycon Press.

McFarland, M. K., & Ramsetter, V. (1977). *Exploring fabric.* Peoria, IL: McKnight.

Wingate, I. B., & Mohler, J. F. (1984). *Textile fabrics and their selection* (8th ed.). Englewood Cliffs, NJ: Prentice Hall.

Audiovisuals

American Textile Manufacturer's Institute. (1977). *Wear and care of textiles* [Filmstrip, sound]. New York: Author.

American Textile Manufacturer's Institute. (1979). *What about fabric?* [Filmstrip, sound]. New York: Author.

Learning Seed. *Clothing: A consumer's guide.* Lake Zurich, IL: Author.

Learning Seed. *Clothing care* [VHS videocassette]. Lake Zurich, IL: Author.

Document Number:
03-05-01

FUNDAMENTAL OCCUPATIONAL

FPM 105 - Basic Garment Construction

Course Overview

Course Description

Emphasizes basic garment construction techniques. Topics include: simple sleeve construction, simple necklines, simple waistline construction, simple pockets, simple closures, and hem techniques. Laboratory work parallels class work.

Competency Areas

Sleeve Construction
Necklines
Waistline Construction
Pockets
Closures
Hem Techniques

Prerequisite

FPM 102

Credit Hours

4

Contact Hours Per Week

Class - 2

D.Lab - 4

Recommended Outline	**After completing this section, the student will:**	**Hours Class**	**Hours Lab**
CLOSURES		**2**	**4**
Snaps	Attach a snap.		
Hook and eyes	Attach a hook and eye.		
Tape fasteners	Attach tape fasteners (i.e., velcro, snaps, hook and eye).		
HEM TECHNIQUES		**2**	**4**
Hems	Hem garment.		
Pressing	Press completed garment.		

FUNDAMENTAL OCCUPATIONAL

FPM 105 - Basic Garment Construction

Resources

Books

DeCosse, C., Inc. Staff. (1987). *Timesaving sewing*. Minnetonka, MN: DeCosse.

Ladbury, A. (1987). *Start dressmaking: A book for beginners*. New York: Sterling.

Margolis, A. P. (1967). *The dressmaking book: A simplified book for beginners*. New York: Doubleday.

Reich, N. A. (1978). *Essentials of clothing construction*. Englewood Cliffs, NJ: Prentice Hall.

Rosen, S. (1983). *Children's clothing: Designing, selecting fabrics, patternmaking, sewing*. New York: Fairchild.

FUNDAMENTAL OCCUPATIONAL

FPM 106 - Altering Ready-to-Wear I

Course Overview

Course Description

Introduces basic techniques and principles necessary in an alteration business. Topics include: basic repair stitches and their uses, patches and darns, hemming techniques, time management skills, professional image skills, and planning and utilizing work agreements. Laboratory work parallels class work.

Competency Areas

Basic Repair Stitches
Hemming Techniques
Work Agreements

Prerequisite/Corequisite

FPM 102

Credit Hours

2

Contact Hours Per Week

Class - 1

P.Lab - 3

Document Number:
03-06-02

FUNDAMENTAL OCCUPATIONAL

FPM 106 - Altering Ready-to-Wear I

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	 Lab
BASIC REPAIR STITCHES		**4**	**10**
Broken stitches	Replace broken stitches.		
Buttonholes	Repair frayed buttonhole.		
Seams	Reinforce seam.		
	Repair frayed seam allowance.		
Zippers	Repair zipper.		
Shoulder pads	Repair frayed shoulder pad.		
Trim	Repair trim.		
Cuffs	Turn cuffs.		
Buckles	Recover buckle.		
HEMMING TECHNIQUES		**3**	**10**
Hems	Add thread marks.		
	Baste to fit.		
	Chalk to fit.		
	Pin to fit.		
	Level hemline.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
WORK AGREEMENTS		3	10
Garment orders	Fill out garment order form.		
Inspection of work	Inspect finished work.		

FUNDAMENTAL OCCUPATIONAL

FPM 106 - Altering Ready-to-Wear I

Resources

Books

American Home Economics Association. (1977). *Clothing alterations - Competency based tracing module*. Washington, DC: Author.

Burns, M. A. (1976). *Altering ready-to-wear*. Philadelphia: Lippincott.

DeCosse, C., Inc. Staff. (1985). *Clothing care and repair*. Minnetonka, MN: DeCosse.

Jones, M. (1988). *Taking care of clothes*. New York: St. Martin's Press.

Document Number:
03-07-01

FUNDAMENTAL OCCUPATIONAL

FPM 107 - Advanced Garment Construction

Course Overview

Course Description

Emphasizes advanced garment construction techniques. Topics include: advanced sleeve construction, collars, and advanced waistline construction. Laboratory work parallels class work.

Competency Areas

Advanced Sleeve Construction
Advanced Waistline Construction
Collars and Pocket Construction

Prerequisite

FPM 105

Credit Hours

4

Contact Hours Per Week

Class - 2

D.Lab - 4

FUNDAMENTAL OCCUPATIONAL

FPM 107 - Advanced Garment Construction

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
ADVANCED SLEEVE CONSTRUCTION		**6**	**12**
Ease	Ease/gather fullness into seam.		
Set-in sleeve	Construct set-in sleeve.		
Sleeve pocket	Attach sleeve pocket.		
Cuffs	Construct sleeve cuff.		
ADVANCED WAISTLINE CONSTRUCTION		**6**	**12**
Darts	Construct dart.		
Pleats	Construct pleat.		
Waistband	Construct waistband.		
Linings	Attach lining.		
COLLARS AND POCKET CONSTRUCTION		**8**	**16**
Collars	Construct collar.		
Pockets	Construct pocket.		

FUNDAMENTAL OCCUPATIONAL

FPM 107 - Advanced Garment Construction

Resources

Books

Musheno, E. (1980). *The new vogue sewing book.* New York: Harper & Row.

Singer Sewing Reference Library. (1984). *Singer sewing essentials.* Minnetonka, MN: DeCosse.

FUNDAMENTAL OCCUPATIONAL

FPM 108 - Special Fabrics

Course Overview

Course Description

Emphasizes the development of skills and knowledge to plan, construct, and evaluate garments using specialty fabrics such as suede, fur, metallic, lace, and others. Topics include: specialty fabric construction, care of special fabrics, construction techniques used in sewing specialty fabrics, and finishing techniques. Students will construct projects which have required construction and finishing techniques.

Competency Areas

Specialty Fabric Construction
Care of Specialty Fabrics
Construction Techniques Used in Sewing Specialty Fabrics
Finishing Techniques for Specialty Fabrics

Prerequisite/Corequisite

FPM 104, FPM 107

Credit Hours

4

Contact Hours Per Week

Class - 2

D.Lab - 4

Document Number:
03-08-02

FUNDAMENTAL OCCUPATIONAL

FPM 108 - Special Fabrics

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
SPECIALTY FABRIC CONSTRUCTION		**5**	**0**
Sheers, crepes, and laces	Identify fabrics that are categorized as sheers, crepes, and laces.		
Satins, metallics, and beaded fabrics	Identify fabrics that are categorized as satins, tafetta, brocades, metallics, beaded, or sequined fabrics.		
Fake furs, vinyl, and quilted fabrics	Identify fabrics that are classified as pile, fake fur, vinyl, quilted, and double-faced.		
Leather and suede	Identify special features of leather and suede.		
Fur	Identify special features of fur.		
New fabrics	Examine new fabrics on the market that require special handling.		
CARE OF SPECIALTY FABRICS		**3**	**0**
Care procedures	Explain care procedures for the different specialty fabrics.		

Recommended Outline	**After completing this section, the student will:**	**Hours**	
		Class	**Lab**
CONSTRUCTION TECHNIQUES USED IN SEWING SPECIALTY FABRICS		7	30
Specialty fabric layout and construction techniques	Determine layout and construction techniques for the various types of specialty fabrics.		
	Demonstrate selected construction techniques for specialty fabrics.		
FINISHING TECHNIQUES FOR SPECIALTY FABRICS		5	10
Specialty fabric finishing techniques	Demonstrate finishing techniques for specialty fabrics.		

FUNDAMENTAL OCCUPATIONAL

FPM 108 - Special Fabrics

Resources

Books

Butterick, Inc. (1982). *Vogue sewing*. New York: Harper & Row.

DeCosse, C., Inc. Staff. (1986). *Sewing specialty fabrics*. Minnetonka, MN: DeCosse.

Lawrence, J., & Yurick, C. (1981). *Sew smart with ultra suede fabric and other luxury suedes*. Arcadia, CA: Sewing Knits.

Document Number:
03-09-01

FUNDAMENTAL OCCUPATIONAL

FPM 109 - Knits

Course Overview

Course Description

Emphasizes selection, care, use, and performance of knit fabrics. Topics include: fabric and pattern selection, knit techniques, lingerie construction, and t-shirt construction. Students will construct projects which have required construction techniques and which meet specific requirements.

Competency Areas

Fabric and Pattern Selection
Knit Techniques
Lingerie Construction
T-Shirt Construction

Prerequisite

FPM 102

Credit Hours

2

Contact Hours Per Week

Class - 1

P.Lab - 3

Document Number:
03-09-02

FUNDAMENTAL OCCUPATIONAL

FPM 109 - Knits

Course Outline

Recommended Outline	**After completing this section, the student will:**	**Hours Class**	**Hours Lab**
FABRIC AND PATTERN SELECTION		**3**	**2**
Fabric selection	Identify selected knits by name and fiber content.		
	Select knit fabric for projects.		
Pattern selection	Explain the differences in pattern sizing for knit fabrics.		
	Select patterns appropriate for knit fabric.		
KNIT TECHNIQUES		**3**	**8**
Seams	Practice the various types of seams that may be used on knit fabrics.		
Trim	Select trims appropriate for knit fabrics.		
Collar stays	Analyze the types of interfacings.		
	Identify the purpose of each type of collar stay.		
Hem stitches	Demonstrate hem stitches that are used on knit fabrics.		

Recommended Outline	After completing this section, the student will:	Hours Class	Lab
LINGERIE CONSTRUCTION		2	10
Construction procedures	Demonstrate the correct procedure for pinning, marking, and cutting tricot or other lingerie fabrics.		
	Identify the types of seams that are used on lingerie.		
	Apply elastic correctly in a garment.		
	Demonstrate different methods of finishing edges on lingerie items.		
	Construct lingerie projects.		
T-SHIRT CONSTRUCTION		2	10
Procedures	Demonstrate the correct procedures for pinning, marking, and cutting t-shirts.		
	Experiment with various types of machine stitching.		
	Select the best seam for knit fabrics.		
	Construct t-shirt variations.		

FUNDAMENTAL OCCUPATIONAL

FPM 109 - Knits

Resources

Books

Brown, G., & Palmer, P. (1985). *Sewing with sergers: The complete handbook for overlock sewing*. Portland, OR: Palmer & Pletsch.

Pizzuto, J. J. (1987). *Fabric science instructor's guide*. New York: Fairchild.

SPECIFIC OCCUPATIONAL

BUS 208 - Office Accounting

Course Overview

Course Description

Introduces fundamental concepts of accounting. Topics include: the accounting equation, debits, credits, and journalizing; posting and proving the general ledger; accounts receivable ledger and accounts payable ledger; and payroll. Both manual and computerized concepts are taught.

Competency Areas

Accounting Equation
Debits
Credits
Journalizing
Posting and Proving Ledger
Accounts Receivable Ledger
Accounts Payable Ledger
Payroll

Prerequisite

MAT 100

Credit Hours

4

Contact Hours Per Week

Class - 3

D.Lab - 2

SPECIFIC OCCUPATIONAL

BUS 208 - Office Accounting

Course Outline

Recommended Outline	**After completing this section, the student will:**	**Hours Class**	**Hours Lab**
ACCOUNTING EQUATION		5	3
Permanent accounts	Identify the three main types of permanent accounts.		
	Define assets, liabilities, and owner's equity.		
	Give an example of an asset, liability, and owner's equity account.		
Accounting equation	Write the accounting equation.		
	Perform calculations using the accounting equation.		
	Verify the equality of the equation after performing calculations.		
	Indicate increase or decrease effect of given transactions on the fundamental accounting equation.		
Owner's equity	List and define the temporary owner's equity accounts.		
	Define net profit and net loss.		
	Calculate net profit and net loss.		
Income statement	Prepare an income statement.		

Recommended Outline	**After completing this section, the student will:**	**Hours**	
		Class	**Lab**
Balance sheet	Prepare a balance sheet to verify the accounting equation		
DEBITS		2	1
Account form	Identify the debit side of an account form or T account.		
	Debit an account by writing a number on the left side.		
Debit to increase/ decrease	Identify accounts that are debited to show an increase.		
	Identify accounts that are credited to show a decrease.		
	Debit accounts after analyzing transactions to decide the increase/decrease effect.		
CREDITS		2	1
Account form	Identify the credit side of an account form or T account.		
Credit to increase/ decrease	Credit an account by writing a number on the right side.		
	Identify accounts that are credited to show an increase.		
	Identify accounts that are credited to show a decrease.		

Recommended Outline	After completing this section, the student will:	Hours Class	Lab
	Credit accounts after analyzing transactions to determine the increase/decrease effect.		
JOURNALIZING		6	4
Double-entry framework	Explain the dual effect of a transaction upon the accounting elements.		
Book of original entry	Define and describe a journal and journalizing.		
Analyzing transactions	Analyze transactions to determine changes in accounting elements.		
Recording transactions	Record daily transactions in journal form.		
	Journalize adjusting and closing entries.		
	Journalize correcting entries.		
Proving journal	Total debit and credit columns to prove journal.		
POSTING AND PROVING LEDGER		6	3
Posting to ledger	Describe and define a ledger account, the general ledger, and posting.		
	List steps in the posting process.		
	Post from a journal to a ledger.		

Recommended Outline	After completing this section, the student will:	Hours	
		Class	**Lab**
Proving the ledger	Foot accounts and record balances in ledger accounts.		
	Prove the equality of the debits and credits in the general ledger by preparing a trial balance.		
	Complete a worksheet.		
ACCOUNTS RECEIVABLE LEDGER		2	2
Subsidiary ledger	Describe the relationship between accounts receivable control in general ledger and accounts receivable subsidiary ledger.		
	Identify transactions affecting accounts receivable.		
	Describe the relationship between accounts receivable and sales.		
Posting	Post to accounts in accounts receivable subsidiary ledger.		
Verifying	Prepare schedule of accounts receivable.		
ACCOUNTS PAYABLE LEDGER		2	2
Subsidiary ledger	Describe the relationship between accounts payable control in the general ledger and accounts payable subsidiary ledger.		

Recommended Outline	After completing this section, the student will:	Hours	
		Class	Lab
	Identify transactions affecting accounts payable.		
	Describe the relationship between accounts payable and purchases.		
Posting	Post to accounts in accounts payable subsidiary ledger.		
Verifying	Prepare a schedule of accounts payable.		
PAYROLL		**5**	**4**
Employee's compensation	Calculate gross pay.		
	Determine deductions: federal income tax, state and local income taxes, social security deductions, and voluntary deductions.		
	Calculate net pay.		
	Prepare payroll register.		
	Prepare payroll checks.		
	Record payroll in journal form.		
Employer's payroll taxes	Calculate employer's payroll taxes.		
	Record employer's payroll taxes in journal form.		
Tax payments to government	Record tax payments to government in journal form.		

SPECIFIC OCCUPATIONAL

BUS 208 - Office Accounting

Resources

Books

Carlson, A. E., & Heintz, J. A. (1986). *College accounting* (12th ed.). Cincinnati: South-Western.

Carlson, A. E., & Heintz, J. A. (Latest ed.). *Secretarial accounting*. Cincinnati: South-Western.

Lee, N. (1984). *Elementary accounting*. Chicago: The Dryden Press.

Santoro, R. M., et al. (1984). *Office accounting*. New York: John Wiley & Sons.

Document Number:
04-02-01

SPECIFIC OCCUPATIONAL

CMP 101 - Introduction to Microcomputers

Course Overview

Course Description

Introduces fundamental concepts and operations necessary to utilize microcomputers. Emphasis is placed on basic functions and familiarity with computer use. Topics include: computer terminology; computer operating systems; data storage; file management; equipment care and operation; and an introduction to word processing, database, and spreadsheet application.

Competency Areas

Computer Terminology
Disk Operating Systems
Data Storage
File Management
Hardware and Software Care and Operation
Introductory Word Processing, Database, and Spreadsheet Applications

Prerequisite

Provisional admission

Credit Hours

3

Contact Hours Per Week

Class - 1

D.Lab - 4

SPECIFIC OCCUPATIONAL

CMP 101 - Introduction to Microcomputers

Course Outline

Recommended Outline	**After completing this section, the student will:**	**Hours**	
		Class	**Lab**
COMPUTER TERMINOLOGY		**2**	**0**
Computer uses	Describe how all people are being affected by computers in their day-to-day lives.		
	List five daily occurrences which involve computers.		
	Describe how computers will be used in the near future.		
Computer theory	List three simple definitions of a computer.		
	Describe how a computer is similar to an on/off switch.		
	Describe the binary numbering system.		
	Define bit and byte.		
	Describe how standards such as the ASCII Code allow users to communicate with computers.		
Computer components	Describe the function and list examples of common input devices.		

Recommended Outline	After completing this section, the student will:	Hours	
		Class	Lab
	Describe the function and list examples of common output devices.		
	Describe the function and list examples of common auxiliary storage devices.		
	Describe the function and list examples of common CPU's.		
	Describe the function of computer RAM and ROM.		
	Describe the flow of data through all components of a computer.		
Sources of computer information	List five sources of up-to-date computer information.		
Estimating computer power	Compute the power of a computer using addressable RAM, ROM size, CPU clock speed, width of data path, and auxiliary storage access time.		
Computer specifications	Given specifications and cost data on different computers and the purpose for the computer, select the best value.		
	Write computer specifications given the usage requirements for the computer.		
DISK OPERATING SYSTEMS		2	5
Disk Operating System (DOS) concepts	Describe how a DOS allows a user to control a computer.		

Recommended Outline	**After completing this section, the student will:**	**Hours**	
		Class	**Lab**
	Explain how the DOS controls the computer after the bootstrap loader in ROM is finished.		
	Explain the role of a DOS between a user, the computer, and applications software.		
Typical DOS's	List three typical DOS's used in a modern computer.		
	List the most commonly used DOS in the world.		
	Describe how the choice of a DOS can later affect the software available for the computer.		
DOS versus utilities	Differentiate between the DOS and utility programs supplied with the DOS.		
DOS operations	Perform a cold start, a warm reboot, and a shutdown of a computer using a DOS.		
	Interpret typical DOS error messages.		
DATA STORAGE		1	5
Storage media	Differentiate among various data storage media in terms of capacity, advantages, and disadvantages.		
	Describe how to care and handle data storage media.		

Recommended Outline	After completing this section, the student will:	Hours	
		Class	Lab
	List common reasons that data storage media is damaged or data is lost.		
Media preparation	Given a computer, DOS, and storage media, prep the storage media according to manufacturer's specifications.		
	Check previously prepped data storage media for capacity and defects.		
Data protection	Describe how data stored on typical media can be protected.		
	Describe the concept of physical separation of data.		
Data backup	Describe commonly accepted principles of data backup.		
	Backup data according to commonly accepted frequencies.		
Data encryption	Describe common user methods for encrypting data.		
	List advantages and disadvantages of data encryption and password protection.		
Archival data storage	Describe the process for the archival storage of data valuable to an organization.		
	Perform archival data storage.		

Recommended Outline	After completing this section, the student will:	Hours	
		Class	Lab
FILE MANAGEMENT		1	5
File types	Describe the following file types: COM, EXE, ASCII, .bdf, and .wk1.		
	Use the TYPE command to identify file types.		
Filenames	List DOS rules for creating filenames.		
	Describe common sense approaches for naming data files.		
	Use filenames and file extensions to create self-explanatory filenames.		
Directories and sub-directories	Explain "tree structure."		
	Describe how sub-directories allow files to be stored in a logical manner.		
	Create and delete disk sub-directories.		
Copying files	Physically describe what happens during the DOS copy process.		
	Differentiate between files copied with COPY commands and files copied with DISKCOPY commands.		
	Copy files using common DOS commands.		
	Copy files using common DOS commands and wild card characters.		

Recommended Outline	After completing this section, the student will:	Hours Class	Lab
Deleting files	Delete files using common DOS commands.		
	Explain the dangers involved in deleting files using wild card characters.		
	Delete files using common DOS commands and wild card characters.		
Moving files	Move files using common DOS commands.		
	Move files using common DOS commands and wild card characters.		
Sorting files	Sort the files in a sub-directory using date created, file size, filename, or file extension as the sort key.		
Searching files	Search files for specific text contents.		
File management software	Describe the concept of a "DOS Shell."		
	Utilize file management software to perform all common file management techniques.		
HARDWARE AND SOFTWARE CARE AND OPERATION		1	5
Hardware	Demonstrate proper care of major computer components.		

Recommended Outline	After completing this section, the student will:	Hours Class	 Lab
	Assemble major computer components as they typically come from the manufacturer.		
	Given a computer system and a DOS, boot up the computer, read the directory of the DOS disk, perform a warm reboot of the system, and shut down the system according to manufacturer's guidelines.		
	Troubleshoot a computer system at the major component level.		
Software	Differentiate between computer hardware and software.		
	List eight generic categories of computer software and discuss the functions of each.		
	Discuss the legal aspects of commercial software ownership.		
	Describe the legal aspects of public domain and shareware software.		
	Describe "user interface."		
	Differentiate between easy to use and difficult to use software.		
INTRODUCTORY WORD PROCESSING, DATABASE, AND SPREADSHEET APPLICATIONS		**3**	**20**
Word processing software	List typical functions performed by word processing software.		

Recommended Outline	After completing this section, the student will:	Hours	
		Class	Lab
	Compare word processing packages by functions available, user interface, and value.		
Word processing applications	Using word processing software, create and save a document, modify a document, and print a document.		
	Save different versions of a document under different filenames.		
	Save documents in ASCII format.		
	Utilize spell check software or features.		
Database software	List typical functions performed by database software.		
	Compare database packages by functions available, user interface, and value.		
Database applications	Using database software, create and save a database, modify a database, and generate a report from a database.		
	Perform sorts and indexes on databases.		
	Import and export data from other application packages into database packages.		

Recommended Outline	After completing this section, the student will:	Hours	
		Class	Lab
Spreadsheet software	List typical functions performed by spreadsheet software.		
	Compare spreadsheet packages by functions available, user interface, and value.		
Spreadsheet applications	Using spreadsheet software, create and save a spreadsheet, modify a spreadsheet, and print a spreadsheet.		
	Import and export data from other application packages into spreadsheet packages.		

Document Number:
04-02-03

SPECIFIC OCCUPATIONAL

CMP 101 - Introduction to Microcomputers

Resources

Books

Albert-Hallam, T., & Hallam, S. F. (1989). *Microcomputer use: Software applications and problem solving with Wordperfect 4.2 & 5.0, Wordstar, Lotus 1-2-3, dBase III plus.* San Diego: Harcourt Brace Jovanovich.

Date, C. J. (1990). *An introduction to database systems* (Vol. 1). (5th ed.). Reading, MA: Addison-Wesley.

Davis, W. S. (1990). *Computing fundamentals: Productivity tools PC & MS-Dos, Wordperfect 5.0, Lotus 1-2-3, dBase III plus*. Reading, MA: Addison-Wesley.

Fulcher, J. (1989). *An introduction to microcomputer systems*. Reading, MA: Addison-Wesley.

Hallam, S. F. (1986). *An introduction to microcomputer spreadsheets*. San Diego: Harcourt Brace Jovanovich.

Hallam, S. F. (1986). *An introduction to microcomputer word processing*. San Diego: Harcourt Brace Jovanovich.

Meinhardt, C., & Verno, R. (1987). *Business applications using the IBM PC: Wordperfect, dBase II-III, Lotus 1-2-3, & data transfer between applications*. Santa Cruz, CA: Mitchell.

Reiss, L., & Dolan, E. (1989). *Using computers, managing change*. Cincinnati: South-Western.

Sharman, G. (1987). *An introduction to database on the microcomputer*. Reading, MA: Addison-Wesley.

Werner, D. M., & Warrner, T. W. (1990). *PC applications for business using Lotus 1-2-3 (version 2.2), Wordperfect 5.0 & dBase IV*. Glenview, IL: Scott Foresman.

Wolff, T. B. (1988). *Microcomputer applications: Using small systems software*. Boston: Boyd & Fraser.

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04-03-01

SPECIFIC OCCUPATIONAL

FPM 111 - Introduction to Contemporary Tailoring

Course Overview

Course Description

Introduces different methods of garment construction using contemporary tailoring techniques. Topics include: comparative analysis of tailoring methods, functions and application of fusible interfacing, pocket application techniques, and tailoring techniques.

Competency Areas

Functions and Application of Fusible Interfacing
Fundamentals of Pocket Application and Construction
Basic Tailoring Techniques

Prerequisite/Corequisite

FPM 107

Credit Hours

4

Contact Hours Per Week

Class - 2

D.Lab - 4

Document Number:
04-03-02

SPECIFIC OCCUPATIONAL

FPM 111 - Introduction to Contemporary Tailoring

Course Outline

Recommended Outline	**After completing this section, the student will:**	**Hours**	
		Class	**Lab**
FUNCTIONS AND APPLICATION OF FUSIBLE INTERFACING		5	5
Interfacings	Identify various types of interfacing for a variety of fabrics.		
	Select appropriate interfacing for fabric.		
	Justify using the interfacing selected.		
Application of interfacing	Apply interfacing in garment construction.		
FUNDAMENTALS OF POCKET APPLICATION AND CONSTRUCTION		5	15
Pockets	Identify advanced pocket applications and construction.		
	Select a method of pocket construction appropriate for garment and fabric.		
Pocket application	Execute advanced pocket application.		
BASIC TAILORING TECHNIQUES		10	20
Tapes	Identify types and uses of various tapes.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
	Identify areas of garment to be stayed.		
Stay tape	Apply stay tape to garments.		
Jacket collar and lapels	Construct jacket collar and lapels.		
Set-in sleeves	Construct set-in sleeves.		
Shoulder pads and headings	Apply shoulder pads and headings.		

Document Number:
04-03-03

SPECIFIC OCCUPATIONAL

FPM 111 - Introduction to Contemporary Tailoring

Resources

Books

Kawashima, M. (1976). *Fundamentals of men's fashion: A guide to tailored clothes* (rev. ed.). New York: Fairchild.

Keers, P. (1988). *A gentlemen's wardrobe: Classic clothes and the modern man.* New York: Harmony.

Poulin, C. (1973). *Tailoring suits -- The professional way* (3rd ed.). Peoria, IL: Charles Bennett.

Wyllie, E. K. (1979). *Today's custom tailoring.* Peoria, IL: Charles Bennett.

Audiovisuals

Clotilde. (1985). *Sew smart for the $500 look.* Sew Smart Video 1. Ft. Lauderdale: Author.

Clotilde. (1986). *Smart sewing.* Sew Smart Video 2. Ft. Lauderdale: Author.

Clotilde. (1986). *T.V. teaching segments series # 1.* Sew Smart Video 4. Ft. Lauderdale: Author.

Clotilde. (1986). *T.V. teaching segments series # 2.* Sew Smart Video 5. Ft. Lauderdale: Author.

Clotilde. (1986). *T.V. teaching segments series # 3.* Sew Smart Video 6. Ft. Lauderdale: Author.

Clotilde. (1986). *T.V. teaching segments series # 4.* Sew Smart Video 7. Ft. Lauderdale: Author.

Clotilde. (1987). *T.V. teaching segments series # 5.* Sew Smart Video 12. Ft. Lauderdale: Author.

Clotilde. (1987). *T.V. teaching segments series # 6.* Sew Smart Video 13. Ft. Lauderdale: Author.

SPECIFIC OCCUPATIONAL

FPM 112 - Altering Ready-to-Wear II

Course Overview

Course Description

Emphasizes practical applications of menswear alterations used in industry. Topics include: performing alterations on menswear including suit or overcoat, shirts, pants, vests, and necklines. Laboratory work parallels class work.

Competency Areas

Suit or Overcoat Alterations
Shirt Alterations
Pants Alterations
Vest Alterations
Neckline Alterations

Prerequisite

FPM 106

Credit Hours

4

Contact Hours Per Week

Class - 2

P.Lab - 6

Document Number:
04-04-02

SPECIFIC OCCUPATIONAL

FPM 112 - Altering Ready-to-Wear II

Course Outline

Recommended Outline	**After completing this section, the student will:**	**Hours Class**	**Hours Lab**
SUIT OR OVERCOAT ALTERATIONS		5	15
Sleeves	Shorten/lengthen sleeves.		
Sideseams	Take in/let out sideseams.		
Darts	Take in/let out darts.		
Shoulders	Narrow shoulders.		
Hem	Shorten/lengthen hem.		
Collar	Lower collar.		
Vents	Close/add vents.		
Suit or overcoat lining	Reline suit or overcoat.		
Shoulder pads	Add shoulder pads.		
Buttons	Resew buttons.		
Jacket zipper	Replace jacket front zipper.		
SHIRT ALTERATIONS		5	15
Sleeves	Shorten sleeves.		
	Make short sleeves from long sleeves.		
Darts	Add darts.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
Sideseams	Take in sideseams.		
Collar	Narrow collar.		
Buttons/buttonholes	Add buttons and buttonholes.		
Emblems	Add emblem.		
PANTS ALTERATIONS		**5**	**15**
Hem	Shorten/lengthen hem.		
Waist and seat	Take in/let out waist and seat.		
	Take in/let out waist, seat, and stride.		
Crotch	Take in/let out crotch.		
Sideseam	Take in/let out sideseam.		
Waistband	Drop waistband.		
Pant legs	Taper pant legs.		
Zippers	Replace zipper.		
Belt loops	Add or make new belt loops.		
Pockets	Construct half pockets or new pockets.		
VEST ALTERATIONS		**3**	**10**
Seams	Take in/let out sideseams.		
	Take in/let out center back seams.		

Recommended Outline	After completing this section, the student will:	Hours Class	 Lab
Lapels	Shrink lapels.		
Back straps	Remove back strap.		
Back	Make a new back.		
Neck and shoulder	Recut neck and shoulder.		
NECKLINE ALTERATIONS		**2**	**5**
Neckline	Narrow neckline.		
	Shorten neckline.		
Lapels	Replace lapel.		

SPECIFIC OCCUPATIONAL

FPM 112 - Altering Ready-to-Wear II

Resources

Books

Roehr, M. A. (1990). *Altering men's ready-to-wear* (2nd ed.). P.O. Box 20898, Tallahassee, FL 32316: Mary Roehr Custom Tailoring.

SPECIFIC OCCUPATIONAL

FPM 113 - Altering Ready-to-Wear III

Course Overview

Course Description

Emphasizes speed, accuracy, and professional results in womenswear alterations. Topics include: performing alterations on womenswear including pants, skirts, blouses, dresses, and jackets and coats.

Competency Areas

Pants Alterations
Skirt Alterations
Blouse Alterations
Dress Alterations
Jacket and Coat Alterations

Prerequisite

FPM 112

Credit Hours

4

Contact Hours Per Week

Class - 2

P.Lab - 6

Document Number:
04-05-02

SPECIFIC OCCUPATIONAL

FPM 113 - Altering Ready-to-Wear III

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
PANTS ALTERATIONS		4	10
Hem	Shorten/lengthen hem.		
Seams	Take in/let out sideseams.		
Waist	Take in/let out waist.		
Seat	Take in/let out seat.		
Waistband	Drop waistband.		
Crotch	Make crotch adjustments.		
Legs	Taper legs.		
Zipper	Replace zipper.		
Lining	Put in lining.		
SKIRT ALTERATIONS		3	10
Hem	Shorten/lengthen hem.		
Waist and sides	Take in/let out waist and sides.		
Waistband	Drop waistband.		
Lining	Put in lining.		
Zipper	Replace zipper.		

Recommended Outline	**After completing this section, the student will:**	**Hours**	
		Class	**Lab**
Elastic	Replace elastic.		
BLOUSE ALTERATIONS		2	10
Darts	Add darts.		
Gussets	Add gussets.		
Sleeves	Shorten sleeves.		
Collar	Narrow collar.		
Zipper	Replace neckline zipper.		
DRESS ALTERATIONS		3	10
Bodice	Shorten bodice.		
	Lengthen bodice.		
Darts	Reposition bust darts.		
Swayback	Adjust for swayback.		
Back	Take in back.		
Dowager's hump	Adjust front for dowager's hump.		
Hip and shoulder adjustments	Adjust for high hip and low shoulder.		
Shoulder pads	Add shoulder pads.		
Sleeves	Take in/let out sleeves.		
Sleeve pitch	Change sleeve pitch.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
JACKET AND COAT ALTERATIONS		**8**	**20**
Sleeves	Lengthen/shorten sleeves.		
Sideseams	Take in/let out sideseams.		
Darts	Take in/let out darts.		
Backseam	Take in center back seam.		
Shoulders	Adjust for narrow shoulders.		
Shoulder pads	Put in shoulder pads.		
Hem	Lengthen/shorten jacket hem.		
Lining	Reline jacket or coat.		
Lapels	Narrow lapels.		
Pocket	Add inside pocket.		

Document Number:
04-05-03

SPECIFIC OCCUPATIONAL

FPM 113 - Altering Ready-to-Wear III

Resources

Books

Roehr, M. A. (1988). *Altering women's ready-to-wear.* P.O. Box 20898, Tallahassee, FL 32316: Mary Roehr Custom Tailoring.

SPECIFIC OCCUPATIONAL

FPM 114 - O.B.I. - Alterations Internship

Course Overview

Course Description

Provides student work experience in an off-campus environment or an in-house training environment. Topics include: applying classroom knowledge and skills, working cooperatively with co-workers and management, and listening and following directions. Students will be under the supervision of the Fashion Production and Management program faculty and/or persons designated to coordinate work experience arrangements.

Competency Areas

Applying Classroom Knowledge and Skills
Functioning in the Work Environment
Listening
Following Directions

Prerequisite

Program admission, completion of all required courses

Credit Hours

8

Contact Hours Per Week

Class - 0

O.B.I. - 24

Document Number:
04-06-02

SPECIFIC OCCUPATIONAL

FPM 114 - O.B.I. - Alterations Internship

Course Outline

Recommended Outline	**After completing this section, the student will:**	**Hours Class**	**OBI**
APPLYING CLASSROOM KNOWLEDGE AND SKILLS		**0**	**180**
Alterations	Perform alterations on a variety of garments to an acceptable standard.		
FUNCTIONING IN THE WORK ENVIRONMENT		**0**	**20**
Professional manner	Conduct him/herself in a professional manner.		
Interpersonal relations	Interrelate effectively with employer, other employees, and clients.		
Work habits	Initiate good work habits.		
	Demonstrate good work habits.		
LISTENING		**0**	**20**
Instructions	Demonstrate ability to listen to others give instructions.		
Customer's needed alterations	Listen to customers explain needed alterations.		
	Show concern for customer's needs.		
FOLLOWING DIRECTIONS		**0**	**20**
Supervisory staff directions	Follow directions given by supervisory staff.		

SPECIFIC OCCUPATIONAL

FPM 114 - O.B.I. - Alterations Internship

Resources

Books

American Home Economics Association. (1977). *Clothing alterations -- Competency based teaching module.* Washington, DC: Author.

Burns, M. A. (1976). *Altering ready-to-wear.* Philadelphia: Lippincott.

DeCosse, C., Inc. Staff. (1985). *Clothing care and repair.* Minnetonka, MN: DeCosse.

Jones, M. (1988). *Taking care of clothes: An owner's manual for care, repair, and spot removal.* New York: St. Martin's Press.

Roehr, M. A. (1987). *Altering women's ready-to-wear.* Tallahassee, FL: Mary Roehr Custom Tailoring.

Roehr, M. A. (1990). *Altering men's ready-to-wear* (2nd ed.). Tallahassee, FL: Mary Roehr Custom Tailoring.

SPECIFIC OCCUPATIONAL

FPM 116 - Inside the Fashion Business

Course Overview

Course Description

Develops knowledge of workings and interrelationships in the different industries and services that comprise the fashion business from design to production to distribution. Topics include: business aspects of fashion, principles of fashion, overview of the textile industry, history and development of ready-to-wear, future trends in fashion marketing, and the role of the departmental buyer.

Competency Areas

Business Aspects of Fashion
Principles of Fashion
Overview of the Textile Industry
History and Development of Ready-to-Wear
Future Trends in Fashion Marketing
Role of the Departmental Buyer

Prerequisite

Provisional admission

Credit Hours

5

Contact Hours Per Week

Class - 5

Lab - 0

Document Number:
04-07-02

SPECIFIC OCCUPATIONAL

FPM 116 - Inside the Fashion Business

Course Outline

Recommended Outline	After completing this section, the student will:	Hours	
		Class	Lab
BUSINESS ASPECTS OF FASHION		**4**	**0**
Economic contributions	Determine the contribution that the fashion business makes to the U.S. economy.		
Marketing concept	Define the marketing concept.		
Buying habits	Analyze the buying habits of people in the U.S.		
PRINCIPLES OF FASHION		**5**	**0**
Fashion terms	Define terms associated with the fashion business.		
Fashion changes	Explain how and why fashions change.		
Fashion forecasting	Analyze factors involved in predicting future fashions.		
Buying trends	Explain the development of buying trends.		
OVERVIEW OF THE TEXTILE INDUSTRY		**10**	**0**
Textile terms	Define textile terms.		
Fibers	Explain the differences between natural and man-made fiber.		

Recommended Outline	After completing this section, the student will:	Hours	
		Class	Lab
	Examine the role of fiber in the fashion business.		
Effect of the Industrial Revolution on the textile industry	Determine how the textile industry is related to the Industrial Revolution.		
HISTORY AND DEVELOPMENT OF READY-TO-WEAR		**18**	**0**
Women's ready-to-wear	Examine the major developments that contributed to the growth of women's ready-to-wear.		
Men's ready-to-wear	Discuss when, where, and how the men's ready-to-wear industry developed.		
Effect of the Civil War on men's ready-to-wear	Analyze the effect of the Civil War on the development of the men's ready-to-wear industry.		
Apparel marts	Describe the importance of apparel marts.		
Competitive advantages of apparel firms	Compare competitive advantages of small and giant apparel firms.		
Line of clothing for showing	List steps taken to prepare a line of clothing for showing.		
	Explain steps taken to prepare a line of clothing for showing.		
Steps in apparel production	List specific steps involved in apparel production.		
	Explain specific steps involved in apparel production.		

Recommended Outline	After completing this section, the student will:	Hours	
		Class	Lab
Contractors	Define contractors.		
Major divisions of menswear	Describe the major divisions of the menswear industry.		
Branded/unbranded clothing	List the differences between branded and unbranded clothing.		
Sizing	Explain the difference in sizing systems for men's and women's apparel.		
Trade associations	Define the role of trade associations in the marketing of menswear.		
FUTURE TRENDS IN FASHION MARKETING		5	0
Problems facing the apparel industry	Describe problems facing the apparel industry.		
Retailing changes	Predict changes in retailing.		
Factors affecting apparel production and design	Analyze factors that may affect apparel production and design in the future.		
Fashion forecast	Develop a composite forecast for the fashion business.		
ROLE OF THE DEPARTMENTAL BUYER		8	0
Fashion careers	Examine courses/jobs available in the fashion business.		
Buyer's characteristics	Discuss characteristics necessary for a person in the buyer's role.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
Job description	Write a job description.		
Buyer skills	Identify skills needed as a buyer.		
Merchandising plan	Develop a merchandising plan.		

SPECIFIC OCCUPATIONAL

FPM 116 - Inside the Fashion Business

Resources

Books

Dobler, R. (1986). *Opportunities in fashion careers.* Lincolnwood, IL: National Textbook.

Goschie, S. (1986). *Fashion direction and coordination* (2nd ed.). Mission Hills, CA: Glencoe.

Jarnoq, J. A. (1981). *Inside the fashion business.* New York: Wiley.

Packard, S. (1982). *Strategies and tactics in fashion marketing -- Selected readings.* New York: Milady.

Troxell, M. D., & Stone, E. (1985). *Fashion merchandising: An introduction* (4th ed.). New York: McGraw-Hill.

SPECIFIC OCCUPATIONAL

FPM 117 - O.B.I. - Fashion Management Internship

Course Overview

Course Description

Provides student work experience in an off-campus environment or an in-house training environment. Topics include: applying classroom knowledge and skills, working cooperatively with co-workers and management, and listening and following directions. Students will be under the supervision of the Fashion Production and Management program faculty and/or persons designated to coordinate work experience arrangements.

Competency Areas

Applying Classroom Knowledge and Skills
Functioning in the Work Environment
Listening
Following Directions

Prerequisite

Program admission, completion of all required courses

Credit Hours

8

Contact Hours Per Week

Class - 0

O.B.I. - 24

Document Number:
04-08-02

SPECIFIC OCCUPATIONAL

FPM 117 - O.B.I. - Fashion Management Internship

Course Outline

Recommended Outline	**After completing this section, the student will:**	**Hours**	
		Class	**OBI**
APPLYING CLASSROOM KNOWLEDGE AND SKILLS		**0**	**180**
Fashion management skills	Apply fashion management knowledge and skills in the job setting.		
FUNCTIONING IN THE WORK ENVIRONMENT		**0**	**20**
Professional manner	Conduct him/herself in a professional manner.		
Interpersonal relations	Interrelate effectively with employer, other employees, and customers.		
Good work habits	Initiate good work habits.		
	Demonstrate good work habits.		
LISTENING		**0**	**20**
Listen to others	Demonstrate ability to listen to others.		
FOLLOWING DIRECTIONS		**0**	**20**
Supervisory staff directions	Follow directions given by supervisory staff.		

SPECIFIC OCCUPATIONAL

FPM 117 - O.B.I. - Fashion Management Internship

Resources

Books

Dobler, R. (1986). *Opportunities in fashion careers.* Lincolnwood, IL: National Textbook.

Goschie, S. (1986). *Fashion direction and coordination* (2nd ed.). Mission Hills, CA: Glencoe.

Jarnoq, J. A. (1981). *Inside the fashion business.* New York: Wiley.

Packard, S. (1982). *Strategies and tactics in fashion marketing -- Selected readings.* New York: Milady.

Troxell, M. D., & Stone, E. (1985). *Fashion merchandising: An introduction* (4th ed.). New York: McGraw-Hill.

SPECIFIC OCCUPATIONAL

FPM 120 - Shirt/Blouse Design

Course Overview

Course Description

Introduces the concepts and use of the flat pattern design for blouses and shirts. Topics include: supplies and equipment, design analysis, sloper, dart fundamentals, basic bodice design principles, and master pattern. The student will produce samples of yokes, facings, neckline variations, collars, and sleeves on basic bodices.

Competency Areas

Supplies and Equipment
Design Analysis
Sloper
Dart Fundamentals
Basic Bodice Design Principles
Master Pattern

Prerequisite/Corequisite

FPM 107

Credit Hours

4

Contact Hours Per Week

Class - 2

P.Lab - 6

Document Number:
04-09-02

SPECIFIC OCCUPATIONAL

FPM 120 - Shirt/Blouse Design

Course Outline

Recommended Outline	After completing this section, the student will:	Hours	
		Class	Lab
SUPPLIES AND EQUIPMENT		2	0
Tools, supplies, and equipment	Identify tools, supplies, and equipment needed in designing a shirt/blouse.		
DESIGN ANALYSIS		4	4
Purpose of flat-pattern method	Define the purpose of the flat-pattern method of designing shirts/blouses.		
Basic pattern alterations	Make alterations on a basic pattern.		
Muslin shell	Construct a muslin shell.		
	Identify other alterations needed.		
New design lines	Point out various places on the muslin shell where new design lines may be used.		
SLOPER		1	2
Sloper construction	Create a sloper from tag board and altered pattern.		
DART FUNDAMENTALS		4	8
Location of darts	Summarize the basic rules for locating darts.		

Recommended Outline	After completing this section, the student will:	Hours Class	Lab
Dart techniques	Demonstrate the technique for determining the size, length, and shape of a new dart.		
Pivot method	Demonstrate the pivot method for moving, combining, and dividing darts.		
Slash method	Demonstrate the slash method for moving, combining, and dividing darts.		
Released dart	State the effect of a released dart in pattern making.		
Gathers	Demonstrate how to create gathers from a dart.		
Seamlines	Examine how seamlines are made from darts.		
BASIC BODICE DESIGN PRINCIPLES		**5**	**16**
Bodice yokes	Create samples of bodice yokes.		
Midriff yokes	Create half-scale samples of midriff yokes.		
Partial yokes	Examine half-scale samples of partial yokes.		
Buttonholes and buttons	Determine proper placement of buttonholes and buttons.		
	Demonstrate proper placement of buttonholes and buttons.		

Recommended Outline	**After completing this section, the student will:**	**Hours**	
		Class	**Lab**
Neckline facings	Produce half-scale samples of neckline facings.		
Armscye facings	Produce half-scale samples of armscye facings.		
Sleeve facings	Produce half-scale samples of sleeve facings.		
Necklines	Analyze the principles involved in lowering a neckline.		
Boat/jewel necklines	Compare a boat neckline and a jewel neckline as on the sloper.		
Build up a neckline	Build up a neckline.		
Cowl neckline	Examine a half-scale pattern sample of a cowl neckline.		
Sundress bodice	Determine how to make the bodice/neckline of a sundress.		
Collars	Identify the three basic collar types.		
	Categorize the different styles according to the basic collar types.		
	Explain the principles involved in making different collars.		
Sleeves	Identify parts of a basic sleeve.		
	Discuss the principles involved in making a two-piece sleeve.		

Recommended Outline	After completing this section, the student will:	Hours Class	Lab
Kimono sleeve	Demonstrate the technique used in making kimono sleeve designs.		
Raglan sleeve	Demonstrate the techniques used in making raglan sleeves.		
MASTER PATTERN		**4**	**30**
Design project sketch	Produce a sketch of the design project.		
Half-scale pattern	Construct a half-scale pattern for the design project.		
Half-scale construction	Construct project to fit a half-scale dress form.		
Full-size pattern	Produce a full-size pattern.		
Full-size construction	Construct a full-size design project.		

SPECIFIC OCCUPATIONAL

FPM 120 - Shirt/Blouse Design

Resources

Books

Gioello, D. A. (1979). *Fairchild's designer: Stylist handbook* (Vols. 1-2). New York: Fairchild.

Hollen, N. R. (1987). *Pattern making by the flat pattern method* (6th ed.). New York: Macmillan.

Price, J., & Zamkoff, B. (1974). *Grading techniques for modern design.* New York: Fairchild.

SPECIFIC OCCUPATIONAL

FPM 121 - Skirt Design

Course Overview

Course Description

Develops knowledge and skills to design and construct a basic skirt using flat pattern design techniques. Topics include: types of skirts, fitting problems, equipment and supplies, skirt sloper, and skirt design principles.

Competency Areas

Types of Skirts
Fitting Problems
Equipment and Supplies
Skirt Sloper
Skirt Design Principles

Prerequisite/Corequisite

FPM 107

Credit Hours

4

Contact Hours Per Week

Class - 2

P.Lab - 6

Document Number:
04-10-02

SPECIFIC OCCUPATIONAL

FPM 121 - Skirt Design

Course Outline

Recommended Outline	**After completing this section, the student will:**	**Hours**	
		Class	**Lab**
TYPES OF SKIRTS		**4**	**0**
Types and styles of skirts	Discuss different types and styles of skirts.		
FITTING PROBLEMS		**4**	**1**
Measurements	Record measurements for skirt patterns.		
Fitting problems	Identify fitting problems of customers.		
EQUIPMENT AND SUPPLIES		**2**	**0**
Tools, supplies, and equipment	Identify tools, supplies, and equipment needed.		
SKIRT SLOPER		**2**	**9**
Alterations	Make alterations on a basic pattern.		
Muslin shell	Construct a muslin shell.		
	Identify other alterations on a muslin shell as needed.		
Sloper construction	Create a sloper from tagboard and altered pattern.		

Recommended Outline	**After completing this section, the student will:**	**Hours**	
		Class	**Lab**
SKIRT DESIGN PRINCIPLES		**8**	**50**
Dart location	Summarize the basic rules for locating darts.		
Dart techniques	Demonstrate the techniques for determining the size, length, and shape of a new dart.		
Pivot method	Demonstrate the pivot method for moving, combining, and dividing darts.		
Slash method	Demonstrate the slash method for moving, combining, and dividing darts.		
Flare	Demonstrate how to make flares.		
Pleats	Demonstrate how to make pleats.		
Gored skirt	Demonstrate how to make a 4, 6, and 8 gored skirt.		
Circular skirt	Demonstrate how to make a circular skirt.		
Design project	Sketch an idea for a skirt design project.		
	Analyze the design.		
Fabric selection	Select the fabric for the design project.		
Skirt pattern	Create patterns for the skirt design project.		
Skirt construction	Construct a skirt from the design project pattern.		

SPECIFIC OCCUPATIONAL

FPM 121 - Skirt Design

Resources

Books

Gioello, D. A. (1979). *Fairchild's designer: Stylist handbook* (Vols. 1-2). New York: Fairchild.

Hollen, N. R. (1987). *Pattern making by the flat pattern method* (6th ed.). New York: Macmillan.

Littman, C. (1977). *Pattern making design -- Skirts, pants.* Albany, NY: Delmar.

Document Number:
04-11-01

SPECIFIC OCCUPATIONAL

FPM 122 - Pants Design

Course Overview

Course Description

Develops knowledge and skills needed to design and construct basic pants using flat pattern design techniques. Topics include: types of pants, fitting problems, basic pants design principles, utilization of skirt sloper to make pants pattern, and muslin shell.

Competency Areas

Types of Pants
Fitting Problems
Basic Pants Design Principles
Utilization of Skirt Sloper to Make Pants Pattern
Muslin Shell

Prerequisite/Corequisite

FPM 121

Credit Hours

2

Contact Hours Per Week

Class - 1

P.Lab - 3

Document Number:
04-11-02

SPECIFIC OCCUPATIONAL

FPM 122 - Pants Design

Course Outline

Recommended Outline	**After completing this section, the student will:**	**Hours**	
		Class	**Lab**
TYPES OF PANTS		**2**	**0**
Types and styles of pants	Discuss different types and styles of pants.		
FITTING PROBLEMS		**2**	**0**
Measurements	Record measurements for pants pattern.		
Fitting problems	Identify fitting problems of customers.		
BASIC PANTS DESIGN PRINCIPLES		**6**	**8**
Design principles for pants	Demonstrate basic pants design principles including shortening/lengthening, tapering, adding flare, adding front pleats, pockets, and front zipper fly.		
UTILIZATION OF SKIRT SLOPER TO MAKE PANTS PATTERN		**0**	**4**
Pants pattern	Draft a pants pattern from the basic skirt sloper. Produce pants pattern.		

Recommended Outline	After completing this section, the student will:	Hours Class	 Lab
MUSLIN SHELL		**0**	**18**
Muslin shell	Construct a muslin shell using pants pattern.		
Fabric selection	Select fabric for pants design project.		
Pants construction	Construct pants utilizing design project pattern.		

Document Number:
04-11-03

SPECIFIC OCCUPATIONAL

FPM 122 - Pants Design

Resources

Books

Gioello, D. A. (1979). *Fairchild's designer: Stylist handbook* (Vols. 1-2). New York: Fairchild.

Hollen, N. R. (1987). *Pattern making by the flat pattern method* (6th ed.). New York: Macmillan.

Littman, C. (1977). *Patten making design -- Skirts, pants.* Albany, NY: Delmar.

Price, J., & Zamkoff, B. (1974). *Grading techniques for modern design.* New York: Fairchild.

Document Number:
04-12-01

SPECIFIC OCCUPATIONAL

FPM 123 - Advanced Pattern Design

Course Overview

Course Description

Provides for the application of knowledge and skills for the production of a sheath dress. Includes other applications of design principles. Topics include: muslin shell, sloper, design analysis and application, design principles, and master pattern.

Competency Areas

Muslin Shell
Sloper
Design Analysis and Application
Design Principles
Master Pattern

Prerequisites

FPM 120, FPM 121

Credit Hours

4

Contact Hours Per Week

Class - 2

P.Lab - 6

SPECIFIC OCCUPATIONAL

FPM 123 - Advanced Pattern Design

Course Outline

Recommended Outline	**After completing this section, the student will:**	**Hours Class**	**Hours Lab**
MUSLIN SHELL		4	4
Muslin shell construction	Construct a muslin shell using the bodice and skirt sloper.		
Alterations	Identify other alterations needed.		
SLOPER		4	2
Sloper construction	Create a sloper from tagboard and altered pattern.		
DESIGN ANALYSIS AND APPLICATION		4	4
Purpose of flat-pattern method	Define the purpose of the flat-pattern method of designing dresses.		
Basic pattern alterations	Make alterations on basic pattern.		
New design lines	Point out various places on the muslin where new design lines may be used.		
DESIGN PRINCIPLES		0	6
Principles of design	Apply design principles to original dress designs.		

Recommended Outline	After completing this section, the student will:	Hours Class	 Lab
MASTER PATTERN		**8**	**44**
Design project sketches	Produce full-size patterns.		
	Construct full-size design projects.		

Document Number:
04-12-03

SPECIFIC OCCUPATIONAL

FPM 123 - Advanced Pattern Design

Resources

Books

Bane, A. (1972). *Flat pattern design.* New York: McGraw-Hill.

Crawford, C. A. (1988). *The art of fashion draping.* New York: Fairchild.

Gioello, D. A. (1979). *Fairchild's designer: Stylist handbook* (Vols. 1-2). New York: Fairchild.

Hillhouse, M. S., & Mansfield, E. A. (1948). *Dress design: Draping and flat pattern making.* Boston: Houghton Mifflin.

Hollen, N. R. (1987). *Pattern making by the flat pattern method* (6th ed.). New York: Macmillan.

Littman, C. (1977). *Basic pattern making -- An individualized approach.* Albany, NY: Delmar.

Littman, C. (1977). *Pattern making design -- Sleeveless dresses.* Albany, NY: Delmar.

Price, J., & Zamkoff, B. (1974). *Grading techniques for modern design.* New York: Fairchild.

Zamkoff, B., & Price, J. (1987). *Basic skills for fashion design.* New York: Fairchild.

Document Number:
04-13-01

SPECIFIC OCCUPATIONAL

FPM 124 - Draping

Course Overview

Course Description

Develops a thorough understanding of draping principles. Emphasizes the application of skills and knowledge in creating and executing design. Topics include: dart fundamentals, estimating fabric, basic fitting principles, ease allowances, and making a master pattern.

Competency Areas

Dart Fundamentals
Estimating Fabric
Basic Fitting Principles
Ease Allowances
Making a Master Pattern

Prerequisite

Program admission

Credit Hours

4

Contact Hours Per Week

Class - 2

P.Lab - 6

SPECIFIC OCCUPATIONAL

FPM 124 - Draping

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
DART FUNDAMENTALS		2	4
Location of darts	Summarize the basic rules for locating darts.		
Dart techniques	Demonstrate the various techniques for making darts.		
ESTIMATING FABRIC		4	0
Estimation of fabric	Estimate fabric yardage for design project.		
BASIC FITTING PRINCIPLES		10	32
Fitting principles	Summarize the basic fitting principles. Apply principles to design project.		
EASE ALLOWANCES		2	0
Demonstration	Demonstrate use of ease allowances.		
MAKING A MASTER PATTERN		2	24
Design project sketch	Produce a sketch of design project or mannequin.		
Full-size construction	Construct full-size design project.		

SPECIFIC OCCUPATIONAL

FPM 124 - Draping

Resources

Books

Crawford, C. A. (1988). *The art of fashion draping.* New York: Fairchild.

Hollen, N. R. (1987). *Pattern making by the flat pattern method* (6th ed.). New York: Macmillan.

Hillhouse, M. S., & Mansfield, E. A. (1948). *Dress design: Draping and flat pattern making.* Boston: Houghton Mifflin.

Zamkoff, B., & Price, J. (1987). *Basic skills for fashion design.* New York: Fairchild.

Document Number:
04-14-01

SPECIFIC OCCUPATIONAL

FPM 127 - O.B.I. - Clothing Design Internship

Course Overview

Course Description

Provides student work experience in an off-campus environment or an in-house training environment. Topics include: applying classroom knowledge and skills, working cooperatively with co-workers and management, and listening and following directions. Students will be under the supervision of the Fashion Production and Management program faculty and/or persons designated to coordinate work experience arrangements.

Competency Areas

Applying Classroom Knowledge and Skills
Functioning in the Work Environment
Listening
Following Directions

Prerequisite

Program admission, completion of all required courses

Credit Hours

8

Contact Hours Per Week

Class - 0

O.B.I. - 24

Document Number:
04-14-02

SPECIFIC OCCUPATIONAL

FPM 127 - O.B.I. - Clothing Design Internship

Course Outline

Recommended Outline	**After completing this section, the student will:**	**Hours**	
		Class	**OBI**
APPLYING CLASSROOM KNOWLEDGE AND SKILLS		**0**	**180**
Clothing design skills	Apply clothing design knowledge and skills in the job setting.		
FUNCTIONING IN THE WORK ENVIRONMENT		**0**	**20**
Professional manner	Conduct him/herself in a professional manner.		
Interpersonal relations	Interrelate effectively with employer, other employees, and customers.		
Good work habits	Initiate good work habits.		
	Demonstrate good work habits.		
LISTENING		**0**	**20**
Listen to others	Demonstrate ability to listen to others.		
FOLLOWING DIRECTIONS		**0**	**20**
Supervisory staff directions	Follow directions given by supervisory staff.		

SPECIFIC OCCUPATIONAL

FPM 127 - O.B.I. - Clothing Design Internship

Resources

Books

Bane, A. (1972). *Flat pattern design.* New York: McGraw-Hill.

Crawford, C. A. (1988). *The art of fashion draping.* New York: Fairchild.

Gioello, D. A. (1979). *Fairchild's designer: Stylist handbook* (Vols. 1-2). New York: Fairchild.

Hillhouse, M. S., & Mansfield, E. A. (1948). *Dress design: Draping and flat pattern making.* Boston: Houghton Mifflin.

Hollen, N. R. (1987). *Pattern making by the flat pattern method* (6th ed.). New York: Macmillan.

Littman, C. (1977). *Basic pattern making -- An individualized approach.* Albany, NY: Delmar.

Littman, C. (1977). *Pattern making design -- Skirts, pants.* Albany, NY: Delmar.

Littman, C. (1977). *Pattern making design -- Sleeveless dresses.* Albany, NY: Delmar.

Price, J., & Zamkoff, B. (1974). *Grading techniques for modern design.* New York: Fairchild.

Zamkoff, B., & Price, J. (1987). *Basic skills for fashion design.* New York: Fairchild.

SPECIFIC OCCUPATIONAL

FPM 130 - Basic Window Treatments

Course Overview

Course Description

Provides instruction in the techniques used in home decorating with window treatments. Topics include: window terminology, drapery fabric selection, measuring and estimating yardage, curtain construction, and drapery construction.

Competency Areas

Window Terminology
Drapery Fabric Selection
Measuring and Estimating Yardage
Curtain Construction
Drapery Construction

Prerequisites

FPM 102, MAT 100

Credit Hours

4

Contact Hours Per Week

Class - 2

P.Lab - 6

Document Number:
04-15-02

SPECIFIC OCCUPATIONAL

FPM 130 - Basic Window Treatments

Course Outline

Recommended Outline	**After completing this section, the student will:**	**Hours**	
		Class	**Lab**
WINDOW TERMINOLOGY		1	0
Parts of a window	Identify the different parts of a window.		
Types of windows	Describe the different types of windows.		
Window coverings	Identify different types of window coverings.		
Problems	Explain how to solve problems with difficult windows.		
DRAPERY FABRIC SELECTION		2	1
Fabric identification	Identify different types of drapery/curtain fabric.		
Fabric selection	Select drapery/curtain fabric. Identify the right side of the fabric.		
Straighten fabric	Straighten drapery/curtain fabric.		
MEASURING AND ESTIMATING YARDAGE		4	12
Window measurement	Measure windows to determine amount of fabric needed for draperies/curtains.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
Yardage calculation	Calculate yardage for window treatments.		
Fabric measurements	Measure fabric draperies/curtains.		
CURTAIN CONSTRUCTION		**4**	**17**
Seams	Construct French seams.		
	Construct plain seams.		
Hem	Blind stitch hem by machine.		
	Slip stitch a hem by hand.		
Rod-pocket	Make a rod-pocket with heading.		
DRAPERY CONSTRUCTION		**9**	**30**
Seams	Construct a plain seam.		
Pleats	Pleat draperies.		
Hems	Blind stitch hems by machine.		
Crinoline	Attach crinoline to unlined draperies.		
Linings	Attach drapery linings by hand.		
	Attach drapery linings by machine.		
Weights	Attach weights to draperies.		
Packaging and delivery	Pack one pair of completed draperies for delivery to a customer.		

Recommended Outline	**After completing this section, the student will:**	**Hours**	
		Class	**Lab**
	Hang completed draperies on drapery hangars for delivery to a customer.		
Fold and band	Fold draperies.		
	Band draperies.		

SPECIFIC OCCUPATIONAL

FPM 130 - Basic Window Treatments

Resources

Books

Neal, M. (1982). *Custom draperies in interior design.* New York: Elsevier Science.

Sunset Editors. (1986). *Curtains, draperies, and shades.* Oakland, CA: Sunset-Lane.

Valentine, C. (1974). *How to sew cafe curtains.* Minnetonka, MN: DeCosse.

Valentine, C. (1974). *How to sew curtains.* Minnetonka, MN: DeCosse.

Valentine, C. (1974). *How to sew draperies.* Minnetonka, MN: Singer.

Wilhide, E. (1988). *Laura Ashley windows.* New York: Crown Publishers.

Document Number:
04-16-01

SPECIFIC OCCUPATIONAL

FPM 131 - Specialty Window Treatments

Course Overview

Course Description

Provides advanced instruction in techniques used in home decorating with window treatments. Topics include: measuring and estimating yardage, shades, and top treatments.

Competency Areas

Measuring and Estimating Yardage
Shades
Top Treatments

Prerequisite

FPM 130

Credit Hours

4

Contact Hours Per Week

Class - 2

P.Lab - 6

Document Number:
04-16-02

SPECIFIC OCCUPATIONAL

FPM 131 - Specialty Window Treatments

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	 Lab
MEASURING AND ESTIMATING YARDAGE		**4**	**10**
Window measurements	Measure windows to determine amount of fabric needed for window treatment.		
Yardage calculation	Calculate yardage for window treatments.		
Fabric measurements	Measure fabric for window treatments.		
Window proportions	Change window proportions.		
SHADES		**6**	**20**
Types of shades	Identify different types of shades.		
Shade construction steps	List the steps in constructing a variety of shade types.		
Shade construction	Construct Austrian shades.		
	Construct Roman shades.		
TOP TREATMENTS		**10**	**30**
Valances	Construct a shaped valance.		
	Construct a soft valance.		

Recommended Outline	After completing this section, the student will:	Hours Class	Lab
	Construct a pleated valance.		
	Construct a gathered valance.		
Swags	Construct a swag.		
Jabot	Construct a jabot.		
Cornices/headboards	Apply fabric covering to such articles as cornices or headboards.		

Document Number:
04-16-03

SPECIFIC OCCUPATIONAL

FPM 131 - Specialty Window Treatments

Resources

Books

Lindahl, J. (rev. ed.). *The shade book.* Portland, OR: Lindahl.

Sunset Editors. (1986). *Curtains, draperies, and shades.* Oakwood, CA: Sunset-Lane.

Wilhide, E. (1988). *Laura Ashley windows.* New York: Crown Publishers.

Document Number:
04-17-01

SPECIFIC OCCUPATIONAL

FPM 132 - Home Decoration Principles

Course Overview

Course Description

Introduces students to home decoration principles. Topics include: principles of design, art elements, space planning, and fabrics for the home.

Competency Areas

Principles of Design
Art Elements
Space Planning
Fabrics for the Home

Prerequisite

Program admission

Credit Hours

4

Contact Hours Per Week

Class - 2

P.Lab - 6

Document Number:
04-17-02

SPECIFIC OCCUPATIONAL

FPM 132 - Home Decoration Principles

Course Outline

Recommended Outline	**After completing this section, the student will:**	**Hours Class**	**Hours Lab**
PRINCIPLES OF DESIGN		**5**	**10**
Design principles	Identify the principles of design.		
	Explain the importance of design principles used in the home.		
Room character	Describe how design affects the character of a room.		
ART ELEMENTS		**5**	**30**
Elements of design	Identify the elements of design.		
	Explain the importance of elements of design used in the home.		
	Describe the relationship between the principles and elements of design.		
Application of elements and principles of design	Apply the elements and principles of design to decorating and furnishing a home.		
SPACE PLANNING		**5**	**15**
Zones within the home	Describe the differences between the private, service, and social zones in the home.		
Floor plans	Explain a floor plan.		

Recommended Outline	After completing this section, the student will:	Hours	
		Class	Lab
	Explain the difference between open and closed floor plans.		
Measurements	Identify the measurements that need to be taken before making a floor plan.		
Furniture arrangement	Identify the four principles used in good furniture arrangement.		
FABRICS FOR THE HOME		5	5
Fabric identification	Differentiate between fabrics for home furnishings and apparel.		
	Identify fabric for draperies and slip covers.		
Durability and stain resistance of fabric	Discuss the durability and stain resistance of fabrics used in home furnishings.		
Lined/unlined fabrics	Identify fabric to be lined and unlined.		

SPECIFIC OCCUPATIONAL

FPM 132 - Home Decoration Principles

Resources

Books

Better Homes and Gardens. (1988). *Better homes and gardens decorating with personal style.* Des Moines, IA: Author.

Craig, H. T. (1987). *Homes with characters.* Lexington, MA: Heath.

Dickson, E., & Colvin, M. (1984). *The Laura Ashley book of home decorating.* New York: Crown.

Gilliatt, M. (1985). *The Mary Gilliatt book of color.* Boston: Little, Brown.

Gray, L., & Innes, J. (1987). *The complete book of decorating techniques.* Boston: Little, Brown.

Hepler, D. E., et al. (1983). *Interior design fundamentals.* New York: McGraw-Hill.

Kicklighter, C. E., & Kicklighter, J. C. (1986). *Residential housing.* South Holland, IL: Goodheart-Wilcox.

Musheno, E. J. (1986). *Textiles for residential and commercial interiors.* New York: Harper & Row.

Sherwood, R., & Sherwood, G. (1990). *Homes: Today and tomorrow* (4th ed.). Mission Hills, CA: Glencoe.

Yeager, J. (1987). *Textiles for residential and commercial interiors.* New York: Harper & Row.

Audiovisuals

Learning Seed. (1985). *An eye for design* [VHS videocassette]. Lake Zurich, IL: Author.

Document Number:
04-18-01

SPECIFIC OCCUPATIONAL

FPM 133 - Workroom Techniques

Course Overview

Course Description

Emphasizes time management, speed, and efficiency through instructional projects in home decorating accessories. Topics include: time management, commercial sewing machines and accessories, efficiency, speed, and construction of home accessories.

Competency Areas

Time Management
Commercial Sewing Machines and Accessories
Efficiency
Speed
Home Accessories Construction

Prerequisite

FPM 102

Credit Hours

4

Contact Hours Per Week

Class - 2

P.Lab - 6

SPECIFIC OCCUPATIONAL

FPM 133 - Workroom Techniques

Course Outline

Recommended Outline	After completing this section, the student will:	Hours	
		Class	Lab
TIME MANAGEMENT		1	4
Time management in the laboratory	Demonstrate effective time management in the laboratory.		
COMMERCIAL SEWING MACHINES AND ACCESSORIES		7	10
Types of commercial sewing machines	Identify commercial sewing machines.		
Commercial sewing machine parts	Explain the various parts of a commercial sewing machine.		
Accessories	Demonstrate the use of commercial sewing machine accessories.		
Commercial sewing machine operation	Operate a commercial sewing machine.		
EFFICIENCY		1	3
Performance efficiency	Perform construction tasks efficiently.		
SPEED		1	3
Project speed	Increase speed when constructing projects.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
HOME ACCESSORIES CONSTRUCTION		**10**	**40**
Workroom accessories	Identify all workroom accessories.		
Home accessories	Construct home accessories.		

SPECIFIC OCCUPATIONAL

FPM 133 - Workroom Techniques

Resources

Books

Brann, D. R. (1982). *How to repair, refinish, reupholster.* Briarcliff Manor, NY: Easi-Bild Directions Simplified.

Singer. (1987). *More sewing for the home.* Minnetonka, MN: DeCosse.

Valentine, C. (1974). *How to make cushions, pillows, and bolsters.* Minnetonka, MN: DeCosse.

Valentine, C. (1974). *How to sew bedspreads.* Minnetonka, MN: DeCosse.

SPECIFIC OCCUPATIONAL

FPM 134 - Installation Techniques

Course Overview

Course Description

Introduces the students to window treatment fixture selection and installation. Topics include: rod and fixture selection; window treatment hardware; changing window proportions; and installing drapery rods, cornices, shades, and valences.

Competency Areas

Rods and Fixture Selection
Window Treatment Hardware
Changing Window Proportions
Installation of Drapery Rods, Cornices, Shades, and Valences

Prerequisite/Corequisite

FPM 131

Credit Hours

2

Contact Hours Per Week

Class - 2

Lab - 0

Document Number:
04-19-02

SPECIFIC OCCUPATIONAL

FPM 134 - Installation Techniques

Course Outline

Recommended Outline	After completing this section, the student will:	Hours	
		Class	Lab
RODS AND FIXTURE SELECTION		4	0
Rods and fixtures	Identify the different types of rods and fixtures for window treatments.		
WINDOW TREATMENT HARDWARE		4	0
Hardware	Identify all hardware needed to install window treatments.		
Usage	Explain the use of hardware needed to install window treatments.		
CHANGING WINDOW PROPORTIONS		2	0
Proportions	Increase both height and width of a window.		
INSTALLATION OF DRAPERY RODS, CORNICES, SHADES, AND VALENCES		10	0
Installation observation	Observe installation of drapery rods, cornices, shades, and valences.		

Document Number:
04-19-03

SPECIFIC OCCUPATIONAL

FPM 134 - Installation Techniques

Resources

Books

Brann, D. R. (1979). *How to install paneling, make valences, cornices, wall-to-wall storage, cedar room, fireplace mantel.* Briarcliff Manor, NY: Easi-Bild Directions Simplified.

SPECIFIC OCCUPATIONAL

FPM 137 - O.B.I. - Home Textiles Internship

Course Overview

Course Description

Provides student work experience in an off-campus environment or an in-house training environment. Topics include: applying classroom knowledge and skills, working cooperatively with co-workers and management, and listening and following directions. Students will be under the supervision of the Fashion Production and Management program faculty and/or persons designated to coordinate work experience arrangements.

Competency Areas

Applying Classroom Knowledge and Skills
Functioning in the Work Environment
Listening
Following Directions

Prerequisite

Program admission, completion of all required courses

Credit Hours

8

Contact Hours Per Week

Class - 0

O.B.I. - 24

Document Number:
04-20-02

SPECIFIC OCCUPATIONAL

FPM 137 - O.B.I. - Home Textiles Internship

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Hours OBI
APPLYING CLASSROOM KNOWLEDGE AND SKILLS		0	180
Home textile construction	Apply classroom knowledge and skills in home textile construction in the job setting.		
FUNCTIONING IN THE WORK ENVIRONMENT		0	20
Professional conduct	Conduct him/herself in a professional manner.		
Interpersonal relations	Interrelate effectively with others in the work setting.		
LISTENING		0	20
Listening ability	Demonstrate ability to listen to others.		
FOLLOWING DIRECTIONS		0	20
Supervisory staff directions	Follow directions as given by supervisory staff.		

SPECIFIC OCCUPATIONAL

FPM 137 - O.B.I. - Home Textiles Internship

Resources

Books

Better Homes and Gardens. (1988). *Better homes and gardens decorating with personal style.* Des Moines, IA: Author.

Brann, D. R. (1979). *How to install paneling, make valences, cornices, wall-to-wall storage, cedar room, fireplace mantel.* Briarcliff Manor, NY: Easi-Bild Directions Simplified.

Brann, D. R. (1982). *How to repair, refinish, reupholster.* Briarcliff Manor, NY: Easi-Bild Directions Simplified.

Clark, D. E. (1986). *Curtains, draperies, and shades.* Oakwood, CA: Lane.

Craig, H. T. (1987). *Homes with characters.* Lexington, MA: Heath.

DeCosse, C., Inc. Staff. (1987). *More sewing for the home.* Minnetonka, MN: DeCosse.

Dickson, E., & Colvin, M. (1984). *The Laura Ashley book of home decorating.* New York: Crown.

Gilliatt, M. (1985). *The Mary Gilliatt book of color.* Boston: Little, Brown.

Gray, L., & Innes, J. (1987). *The complete book of decorating techniques.* Boston: Little, Brown.

Hepler, D. E., et al. (1983). *Interior design fundamentals.* New York: McGraw-Hill.

Kicklighter, C. E., & Kicklighter, J. C. (1986). *Residential housing.* South Holland, IL: Goodheart-Wilcox.

Musheno, E. J. (1986). *Textiles for residential and commercial interiors.* New York: Harper & Row.

Neal, M. (1982). *Custom draperies in interior design.* New York: Elsevier Science.

Sherwood, R., & Sherwood, G. (1990). *Homes: Today and tomorrow* (9th ed.). Mission Hills, CA: Glencoe.

Valentine, C. (1974). *How to make cushions, pillows, and bolsters.* Minnetonka, MN: DeCosse.

Valentine, C. (1974). *How to sew bedspreads.* Minnetonka, MN: DeCosse.

Valentine, C. (1974). *How to sew cafe curtains.* Minnetonka, MN: DeCosse.

Valentine, C. (1974). *How to sew curtains.* Minnetonka, MN: DeCosse.

Valentine, C. (1974). *How to sew draperies.* Minnetonka, MN: DeCosse.

Wilhide, E. (1988). *Laura Ashley windows.* New York: Crown.

Yeager, J. (1987). *Textiles for residential and commercial interiors.* New York: Harper & Row.

Audiovisuals

Learning Seed. (1985). *An eye for design* (VHS videocassette). New York: St. Martin's.

Document Number:
04-21-01

SPECIFIC OCCUPATIONAL

FPM 141 - Contemporary Tailoring Menswear

Course Overview

Course Description

Emphasizes fundamental concepts in the construction of menswear based on a logical sequence of construction. Topics include: fabric and pattern selection, pattern alterations, equipment usage, recognizing quality ready-to-wear construction techniques, tailoring techniques for wool and wool blend fabrics, collar construction, and waistband and closure application.

Competency Areas

Pattern and Fabric Selection
Pattern Alterations
Equipment Usage
Construction Techniques
Waistband and Closure Application

Prerequisite/Corequisite

FPM 111

Credit Hours

4

Contact Hours Per Week

Class - 2

P.Lab - 6

SPECIFIC OCCUPATIONAL

FPM 141 - Contemporary Tailoring Menswear

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
PATTERN AND FABRIC SELECTION		2	5
Figure type and size	Determine figure type and size.		
Style	Select the best style for the individual.		
Fabric selection	Identify fabric choices.		
	Select appropriate fabric for figure and style of pattern.		
PATTERN ALTERATIONS		3	8
Alterations analysis	Analyze necessary pattern adjustments for self or client.		
Execution of alterations	Execute necessary pattern adjustments.		
EQUIPMENT USAGE		2	5
Identification of equipment	Identify equipment needed for pressing and shaping garments.		
Tools	Demonstrate proper usage of tools.		
CONSTRUCTION TECHNIQUES		5	25
Menswear construction techniques	Identify techniques that are included in the construction of menswear.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
Demonstration of techniques	Demonstrate methods of construction needed to complete assigned garment.		
WAISTBAND AND CLOSURE APPLICATION		8	17
Waistband	Identify the functions of the waistband.		
	Perform construction methods for the waistband.		
Closure applications	Identify closure applications.		
	Perform construction methods for closure applications.		

SPECIFIC OCCUPATIONAL

FPM 141 - Contemporary Tailoring Menswear

Resources

Books

Kawashima, M. (1976). *Fundamentals of men's fashion design: A guide to tailored clothes* (rev. ed.). New York: Fairchild.

Keers, P. (1988). *A gentlemen's wardrobe: Classic clothes and the modern man.* New York: Harmony.

Poulin, C. (1973). *Tailoring suits -- The professional way* (3rd ed.). Peoria, IL: Charles Bennett.

Wyllie, E. K. (1979). *Today's custom tailoring.* Peoria, IL: Charles Bennett.

Audiovisuals

Clotilde. (1985). *Sew smart for the $500 look.* Sew Smart Video 1. Ft. Lauderdale: Author.

Clotilde. (1986). *Smart sewing.* Sew Smart Video 2. Ft. Lauderdale: Author.

Clotilde. (1986). *T.V. teaching segments series # 1.* Sew Smart Video 4. Ft. Lauderdale: Author.

Clotilde. (1986). *T.V. teaching segments series # 2.* Sew Smart Video 5. Ft. Lauderdale: Author.

Clotilde. (1986). *T.V. teaching segments series # 3.* Sew Smart Video 6. Ft. Lauderdale: Author.

Clotilde. (1986). *T.V. teaching segments series # 4.* Sew Smart Video 7. Ft. Lauderdale: Author.

Clotilde. (1987). *T.V. teaching segments series # 5.* Sew Smart Video 12. Ft. Lauderdale: Author.

Clotilde. (1987). *T.V. teaching segments series # 6.* Sew Smart Video 13. Ft. Lauderdale: Author.

SPECIFIC OCCUPATIONAL

FPM 142 - Introduction to English Tailoring

Course Overview

Course Description

Introduces different methods of garment construction using English Tailoring techniques. Topics include: construction techniques used in classic tailoring, functions and applications of nonfusible interfacing, pocket application techniques, and comparative analysis of couture tailoring methods.

Competency Areas

Fundamentals of Pocket Application and Construction
Functions and Applications of Nonfusible Interfacing
Couture Finishes

Prerequisite

FPM 111

Credit Hours

4

Contact Hours Per Week

Class - 2

P.Lab - 6

SPECIFIC OCCUPATIONAL

FPM 142 - Introduction to English Tailoring

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
FUNDAMENTALS OF POCKET APPLICATION AND CONSTRUCTION		8	30
Types of pockets	Identify types of pockets.		
Purpose	Explain the purpose of pockets.		
Construction of pockets	Perform construction methods for various pocket types including double lip welt pocket, double lip welt pocket with flap, single welt pocket, and patch pocket.		
FUNCTIONS AND APPLICATIONS OF NONFUSIBLE INTERFACING		5	5
Types of nonfusible interfacing	Identify types of nonfusible interfacing.		
Usage	Perform construction methods applying horse hair canvas, haircloth, wigan, and precut wigan.		
COUTURE FINISHES		7	25
Buttonholes	Identify couture finishes for buttonholes.		

Recommended Outline	After completing this section, the student will:	Hours	
		Class	Lab
	Perform couture construction methods including hand worked buttonholes, machine worked buttonholes, and bound buttonholes.		
Hems	Identify couture finishes for hems.		
	Perform couture construction methods on sleeve hems, coat hems, and jacket hems.		

Document Number:
04-22-03

SPECIFIC OCCUPATIONAL

FPM 142 - Introduction to English Tailoring

Resources

Books

Kawashima, M. (1976). *Fundamentals of men's fashion design: A guide to tailored clothes* (rev. ed.). New York: Fairchild.

Keers, P. (1988). *A gentlemen's wardrobe: Classic clothes and the modern man.* New York: Harmony.

Poulin, C. (1973). *Tailoring suits -- The professional way* (3rd ed.). Peoria, IL: Charles Bennett.

Wyllie, E. K. (1979). *Today's custom tailoring.* Peoria, IL: Charles Bennett.

Audiovisuals

Clotilde. (1985). *Sew smart for the $500 look.* Sew Smart Video 1. Ft. Lauderdale: Author.

Clotilde. (1986). *Smart sewing.* Sew Smart Video 2. Ft. Lauderdale: Author.

Clotilde. (1986). *T.V. teaching segments series # 1.* Sew Smart Video 4. Ft. Lauderdale: Author.

Clotilde. (1986). *T.V. teaching segments series # 2.* Sew Smart Video 5. Ft. Lauderdale: Author.

Clotilde. (1986). *T.V. teaching segments series # 3.* Sew Smart Video 6. Ft. Lauderdale: Author.

Clotilde. (1986). *T.V. teaching segments series # 4.* Sew Smart Video 7. Ft. Lauderdale: Author.

Clotilde. (1987). *T.V. teaching segments series # 5.* Sew Smart Video 12. Ft. Lauderdale: Author.

Clotilde. (1987). *T.V. teaching segments series # 6.* Sew Smart Video 13. Ft. Lauderdale: Author.

Document Number:
04-23-01

SPECIFIC OCCUPATIONAL

FPM 143 - English Tailoring Menswear

Course Overview

Course Description

Provides instruction in advanced tailoring. Topics include: general tailoring supplies, understructure supplies, hand stitching, pressing supplies, pattern selection and alterations, muslin fitting, properties of woven fabric, shrinkage, nap, fitting, layout/cutting, pocket and sleeve construction, tape application, pad stitching, and finishing techniques.

Competency Areas

Pattern Selection
Pattern Alterations
Muslin Fitting
Equipment Usage
Shoulder Pad Construction
Lapel and Collar Shaping
Sleeve Application
Undercollar Construction
Lining Application
Buttonhole Construction

Prerequisite

FPM 142

Credit Hours

4

Contact Hours Per Week

Class - 2

P.Lab - 6

Document Number:
04-23-02

SPECIFIC OCCUPATIONAL

FPM 143 - English Tailoring Menswear

Course Outline

Recommended Outline	**After completing this section, the student will:**	**Hours Class**	**Hours Lab**
PATTERN SELECTION		**1**	**1**
Figure type and size	Determine figure type and size.		
Jacket style	Select jacket style best suited to figure type.		
PATTERN ALTERATIONS		**2**	**3**
Pattern adjustments	Analyze necessary pattern adjustments for self or client.		
Execution of pattern adjustments	Execute pattern adjustments.		
MUSLIN FITTING		**2**	**4**
Muslin shell	Cut out test garment for fitting.		
	Mark test garment for fitting.		
	Construct test garment for fitting.		
EQUIPMENT USAGE		**1**	**1**
Equipment	Identify equipment needed for pressing and shaping.		
Usage	Demonstrate proper usage of tools.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
SHOULDER PAD CONSTRUCTION		**1**	**3**
Shoulder pad pattern	Draw shoulder pad pattern.		
Construction	Cut shoulder pad pieces.		
	Assemble shoulder pad pieces.		
	Steam shoulder pad over hem.		
LAPEL AND COLLAR SHAPING		**6**	**28**
Interfacing	Select appropriate interfacing for jacket fabric.		
	Apply interfacing to jacket.		
Notions	Select appropriate notions for jacket.		
	Apply notions to jacket.		
Pressing	Demonstrate appropriate usage of pressing equipment.		
SLEEVE APPLICATION		**2**	**5**
Sleeve interfacing	Select appropriate interfacing for sleeves.		
	Apply interfacing to sleeves.		
Sleeve construction	Prepare sleeve for application to jacket.		
	Sew sleeve to jacket.		

Recommended Outline	After completing this section, the student will:	Hours	
		Class	Lab
UNDERCOLLAR CONSTRUCTION		3	5
Undercollar fabric	Select appropriate fabric for undercollar.		
	Apply fabric to wool with appropriate stitch.		
Silk thread usage	Demonstrate use of silk thread to attach wool and undercollar with appropriate stitch.		
LINING APPLICATION		1	5
Lining functions	Identify the functions of a lining.		
Lining attachment	Attach lining to jacket using appropriate thread.		
BUTTONHOLE CONSTRUCTION		1	5
Buttonhole functions	Identify the functions of the buttonhole.		
Buttonhole stitch	Demonstrate the appropriate stitch using the best choice of thread.		

SPECIFIC OCCUPATIONAL

FPM 143 - English Tailoring Menswear

Resources

Books

Kawashima, M. (1976). *Fundamentals of men's fashion design: A guide to tailored clothes* (rev. ed.). New York: Fairchild.

Keers, P. (1988). *A gentlemen's wardrobe: Classic clothes and the modern man.* New York: Harmony.

Poulin, C. (1973). *Tailoring suits -- The professional way* (3rd ed.). Peoria, IL: Charles Bennett.

Wyllie, E. K. (1979). *Today's custom tailoring.* Peoria, IL: Charles Bennett.

Audiovisuals

Clotilde. (1985). *Sew smart for the $500 look.* Sew Smart Video 1. Ft. Lauderdale: Author.

Clotilde. (1986). *Smart sewing.* Sew Smart Video 2. Ft. Lauderdale: Author.

Clotilde. (1986). *T.V. teaching segments series # 1.* Sew Smart Video 4. Ft. Lauderdale: Author.

Clotilde. (1986). *T.V. teaching segments series # 2.* Sew Smart Video 5. Ft. Lauderdale: Author.

Clotilde. (1986). *T.V. teaching segments series # 3.* Sew Smart Video 6. Ft. Lauderdale: Author.

Clotilde. (1986). *T.V. teaching segments series # 4.* Sew Smart Video 7. Ft. Lauderdale: Author.

Clotilde. (1987). *T.V. teaching segments series # 5.* Sew Smart Video 12. Ft. Lauderdale: Author.

Clotilde. (1987). *T.V. teaching segments series # 6.* Sew Smart Video 13. Ft. Lauderdale: Author.

Document Number:
04-24-01

SPECIFIC OCCUPATIONAL

FPM 144 - English Tailoring Ladieswear

Course Overview

Course Description

Emphasizes essential skills in advanced custom tailoring for womenswear. Topics include: general tailoring supplies, pattern and fabric selection, understructure supplies, pattern alterations, muslin fitting, properties of woven fabric, shrinkage, nap, layout/cutting, sleeve construction, lapel and collar shaping, bound buttonholes, pad stitching, tape application, and couture finishes.

Competency Areas

Pattern Selection
Pattern Alterations
Muslin Fitting
Buttonhole Application
Couture Finishing
Lapel and Collar Shaping

Prerequisite/Corequisite

FPM 143

Credit Hours

4

Contact Hours Per Week

Class - 2

P.Lab - 6

Document Number:
04-24-02

SPECIFIC OCCUPATIONAL

FPM 144 - English Tailoring Ladieswear

Course Outline

Recommended Outline	**After completing this section, the student will:**	**Hours**	
		Class	**Lab**
PATTERN SELECTION		1	1
Figure type and size	Determine figure type and size.		
Jacket style	Select jacket style best suited to figure type.		
PATTERN ALTERATIONS		2	5
Pattern adjustments	Analyze necessary pattern adjustments for self or client. Execute necessary pattern adjustments.		
MUSLIN FITTING		2	4
Muslin shell	Cut out test garment for fitting. Mark test garment for fitting. Construct test garment for fitting.		
BUTTONHOLE APPLICATION		1	5
Buttonhole functions	Identify the functions of the buttonhole.		
Buttonhole construction	Demonstrate the appropriate buttonhole method suited for fabric and design.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
COUTURE FINISHING		**7**	**25**
Finishing methods	Demonstrate appropriate couture methods of finishing front facings, sleeve hems, coat hems, and linings.		
LAPEL AND COLLAR SHAPING		**7**	**20**
Interfacing	Select appropriate interfacing.		
Notions	Select appropriate notions.		
	Apply notions to garment.		
Pressing equipment	Demonstrate appropriate usage of pressing equipment.		

Document Number:
04-24-03

SPECIFIC OCCUPATIONAL

FPM 144 - English Tailoring Ladieswear

Resources

Books

Kawashima, M. (1976). *Fundamentals of men's fashion design: A guide to tailored clothes* (rev. ed.). New York: Fairchild.

Keers, P. (1988). *A gentlemen's wardrobe: Classic clothes and the modern man.* New York: Harmony.

Poulin, C. (1973). *Tailoring suits -- The professional way* (3rd ed.). Peoria, IL: Charles Bennett.

Wyllie, E. K. (1979). *Today's custom tailoring.* Peoria, IL: Charles Bennett.

Audiovisuals

Clotilde. (1985). *Sew smart for the $500 look.* Sew Smart Video 1. Ft. Lauderdale: Author.

Clotilde. (1986). *Smart sewing.* Sew Smart Video 2. Ft. Lauderdale: Author.

Clotilde. (1986). *T.V. teaching segments series # 1.* Sew Smart Video 4. Ft. Lauderdale: Author.

Clotilde. (1986). *T.V. teaching segments series # 2.* Sew Smart Video 5. Ft. Lauderdale: Author.

Clotilde. (1986). *T.V. teaching segments series # 3.* Sew Smart Video 6. Ft. Lauderdale: Author.

Clotilde. (1986). *T.V. teaching segments series # 4.* Sew Smart Video 7. Ft. Lauderdale: Author.

Clotilde. (1987). *T.V. teaching segments series # 5.* Sew Smart Video 12. Ft. Lauderdale: Author.

Clotilde. (1987). *T.V. teaching segments series # 6.* Sew Smart Video 13. Ft. Lauderdale: Author.

Document Number:
04-25-01

SPECIFIC OCCUPATIONAL

FPM 147 - O.B.I. - Tailoring Internship

Course Overview

Course Description

Provides student work experience in an off-campus environment or an in-house training environment. Topics include: applying classroom knowledge and skills, working cooperatively with co-workers and management, and listening and following directions. Students will be under the supervision of the Fashion Production and Management program faculty and/or persons designated to coordinate work experience arrangements.

Competency Areas

Applying Classroom Knowledge and Skills
Functioning in the Work Environment
Listening
Following Directions

Prerequisite

Program admission, completion of all required courses

Credit Hours

8

Contact Hours Per Week

Class - 0

O.B.I. - 24

Document Number:
04-25-02

SPECIFIC OCCUPATIONAL

FPM 147 - O.B.I. - Tailoring Internship

Course Outline

Recommended Outline	After completing this section, the student will:	Hours	
		Class	OBI
APPLYING CLASSROOM KNOWLEDGE AND SKILLS		0	180
Tailoring skills	Apply tailoring classroom knowledge and skills in the job setting.		
FUNCTIONING IN THE WORK ENVIRONMENT		0	20
Professional conduct	Conduct him/herself in a professional manner.		
Interpersonal skills	Interrelate effectively with others in the work setting.		
LISTENING		0	20
Listening ability	Demonstrate ability to listen to others.		
FOLLOWING DIRECTIONS		0	20
Supervisory staff directions	Follow directions as given by supervisory staff.		

SPECIFIC OCCUPATIONAL

FPM 147 - O.B.I. - Tailoring Internship

Resources

Books

Kawashima, M. (1976). *Fundamentals of men's fashion design: A guide to tailored clothes* (rev. ed.). New York: Fairchild.

Keers, P. (1988). *A gentlemen's wardrobe: Classic clothes and the modern man.* New York: Harmony.

Poulin, C. (1973). *Tailoring suits -- The professional way* (3rd ed.). Peoria, IL: Charles Bennett.

Wyllie, E. K. (1979). *Today's custom tailoring.* Peoria, IL: Charles Bennett.

Audiovisuals

Clotilde. (1985). *Sew smart for the $500 look.* Sew Smart Video 1. Ft. Lauderdale: Author.

Clotilde. (1986). *Smart sewing.* Sew Smart Video 2. Ft. Lauderdale: Author.

Clotilde. (1986). *T.V. teaching segments series # 1.* Sew Smart Video 4. Ft. Lauderdale: Author.

Clotilde. (1986). *T.V. teaching segments series # 2.* Sew Smart Video 5. Ft. Lauderdale: Author.

Clotilde. (1986). *T.V. teaching segments series # 3.* Sew Smart Video 6. Ft. Lauderdale: Author.

Clotilde. (1986). *T.V. teaching segments series # 4.* Sew Smart Video 7. Ft. Lauderdale: Author.

Clotilde. (1987). *T.V. teaching segments series # 5.* Sew Smart Video 12. Ft. Lauderdale: Author.

Clotilde. (1987). *T.V. teaching segments series # 6.* Sew Smart Video 13. Ft. Lauderdale: Author.

SPECIFIC OCCUPATIONAL

MKT 101 - Principles of Management

Course Overview

Course Description

Develops skills and behaviors necessary for successful supervision of people and job responsibilities. Emphasis will be placed on personnel management, the basic supervisory functions, supervisory skills and techniques, and the special challenges and demands of supervising employees. Topics include: management theories; employee morale; motivating, supervising, and evaluating employees; recruitment, screening, and selection of employees; supervision techniques; and functions of management.

Competency Areas

Management Theories
Motivation, Supervision, and Evaluation of Employees
Recruitment, Screening, and Selection of Employees
Supervision Techniques
Functions of Management

Prerequisite

Provisional admission

Credit Hours

5

Contact Hours Per Week

Class - 5

Lab - 0

Document Number:
04-26-02

SPECIFIC OCCUPATIONAL

MKT 101 - Principles of Management

Course Outline

Recommended Outline	After completing this section, the student will:	Hours	
		Class	**Lab**
MANAGEMENT THEORIES		3	0
Theories of management	Identify leading theories of management.		
	Discuss leading theories of management.		
MOTIVATION, SUPERVISION, AND EVALUATION OF EMPLOYEES		10	0
Motivation	Identify determinants of human personality as related to motivation.		
	Explain modern supervisory management approaches to employee motivation.		
Supervision	Cite management challenges facing contemporary managers.		
	List the skills managers should possess.		
	Describe the relationship between authority, responsibility, and accountability within the delegation process.		

Recommended Outline	After completing this section, the student will:	Hours	
		Class	Lab
	Interpret the role of problem solving and decision making as related to managers.		
	Explain the importance of communication in management.		
Evaluation of employees	Associate the relationship between planning and evaluation presented in management by objective (MBO) programs.		
	Identify needs for appraising performance and the advantages of formal, periodic evaluation.		
	Analyze various employee evaluation techniques.		
	Identify the importance of conducting an appraisal interview.		
	List common errors in the evaluation process.		
RECRUITMENT, SCREENING, AND SELECTION OF EMPLOYEES		5	0
Recruitment	Determine staffing needs.		
	Develop job descriptions and specifications.		
	Match workers to jobs.		

Recommended Outline	After completing this section, the student will:	Hours	
		Class	Lab
	Discuss the Equal Employment Opportunity Commission (EEOC) guidelines for recruitment.		
	Discuss legal constraints associated with recruitment.		
Screening and selection	Cite important considerations in employee or staff selection and screening.		
	Identify various interview techniques.		
	Prepare for the interview.		
	Summarize Equal Employment Opportunity (EEO) concerns in the screening and selection process.		
SUPERVISION TECHNIQUES		7	0
Decision making	Identify techniques managers can use for problem solving and decision making.		
	Discuss the importance of decision-making skills.		
	Differentiate between programmed decisions and nonprogrammed decisions.		
	List the steps in the general decision-making process.		

Recommended Outline	After completing this section, the student will:	Hours	
		Class	Lab
Communication	Discuss the importance of management communication.		
	Describe both formal and informal communication channels.		
	Explain techniques used for effective delegation.		
	Describe techniques for giving directives and introducing change.		
Group dynamics	List important considerations for developing techniques used for group meetings, committees, and conferences.		
	Describe work group dynamics.		
Employee morale	Discuss employee morale.		
	Give examples for maintaining discipline.		
	Interpret techniques used for dealing with protected groups.		
FUNCTIONS OF MANAGEMENT		**25**	**0**
Planning	Identify the importance of the planning function.		
	Define supervisory planning and time management.		
Organizing	Define concepts of organization.		

Recommended Outline	After completing this section, the student will:	Hours	
		Class	Lab
	Discuss organization at the department level.		
Staffing	Discuss the importance of the staffing function, the personnel department, and managers.		
Directing	Discuss the importance of directing.		
	Discuss the effects of leadership, motivation, and communication as related to the function of directing.		
Controlling	Discuss the importance of management controls and the relationship between controlling and planning.		
	Discuss general concepts of the control function.		
	Explain accounting, budgetary, and other financial controls.		

Document Number:
04-26-03

SPECIFIC OCCUPATIONAL

MKT 101 - Principles of Management

Resources

Books

Bittel, L. R. (1990). *What every supervisor should know: The basics of supervisory management* (6th ed.). New York: McGraw-Hill.

Certo, S. C. (1983). *Principles of modern management: Functions and systems* (2nd ed.). Dubuque, IA: Wm. C. Brown.

Ford, R. C., & Heaton, C. P. (1980). *Principles of management: A decision-making approach.* Reston, CA: Reston.

Haimann, T., & Hilgert, R. L. (1987). *Supervision: Concepts and practices of management* (4th ed.). Cincinnati: South-Western.

Audiovisuals

Dealing with difficult people [Videorecording]. (1983). Phoenix/BFA Films & Video.

Desk set II [Videocassette]. (1985). Agency for Instructional Technology.

In search of excellence [Videocassette]. Nathan/Tyler Production.

Leadership alliance [Videocassette]. Peters.

Journals

Bits & Pieces
Harvard Business Review
Training
Working Woman

Document Number:
04-27-01

SPECIFIC OCCUPATIONAL

MKT 106 - Fundamentals of Selling

Course Overview

Course Description

Emphasizes sales strategy and techniques which will assist the individual in the sales process. Topics include: customer relations, professional image, product/service knowledge, selling techniques and procedures, sales presentations, and the ethics of selling.

Competency Areas

Customer Relations
Professional Image
Product/Service Knowledge
Selling Techniques and Procedures
Sales Presentations
Ethics of Selling

Prerequisite

Provisional admission

Credit Hours

5

Contact Hours Per Week

Class - 5

Lab - 0

Document Number:
04-27-02

SPECIFIC OCCUPATIONAL

MKT 106 - Fundamentals of Selling

Course Outline

Recommended Outline	**After completing this section, the student will:**	**Hours**	
		Class	**Lab**
CUSTOMER RELATIONS		**9**	**0**
Consumer buying motives	Describe the role of consumer buying motives. Describe how consumers needs and wants are changed into an action.		
Prospective customers	Identify prospective customers.		
Goodwill techniques	Identify creative techniques to build and maintain customer goodwill.		
Role of the salesperson	Analyze the role of the salesperson.		
Evolution of selling	Summarize the evolution of selling.		
Human relations	Point out good human relations techniques for use with customers.		
PROFESSIONAL IMAGE		**5**	**0**
Professional sales image	Identify the components of a professional sales image. Assess his/her professional sales image. Determine ways to further develop his/her professional sales image.		

Recommended Outline	After completing this section, the student will:	Hours	
		Class	Lab
Career opportunities	Assess career opportunities in sales.		
Compensation	List the different methods of compensation available in a sales career.		
PRODUCT/SERVICE KNOWLEDGE		**9**	**0**
Industry, product, and company knowledge	Identify needed information concerning industry, company, and product.		
	Explain the benefit of industry, product, and company knowledge to effective selling.		
Customer benefits	Convert product knowledge to customer benefits.		
Location of resources	Locate resources related to information concerning industry, company, and product.		
SELLING TECHNIQUES AND PROCEDURES		**15**	**0**
Potential customers	Prospect and qualify potential customers.		
Sales interview	Explain methods for securing a sales interview.		
Preapproach techniques	Identify techniques used in the preapproach to capture the buyer's attention and interest.		

Recommended Outline	After completing this section, the student will:	Hours Class	Lab
Opening remarks	Give examples of effective opening remarks.		
Approach	Identify types of approaches.		
Customer needs	List techniques used to determine customer needs.		
Sales presentation methods	Describe methods for making an effective sales presentation.		
Demonstration techniques	Recognize when and what to demonstrate in a sales presentation.		
	State techniques and tools used to aid in a demonstration.		
Sales resistance	Identify types of sales resistance.		
	Explain why buyers offer sales resistance.		
Sales closure	Determine when to close.		
	Identify methods of closing.		
	Explain various techniques for closing a sale.		
Suggestion selling and trading up	Give examples of suggestion selling and trading up methods.		
Concluding remarks	Compose concluding remarks to build sound customer relationships.		

Recommended Outline	After completing this section, the student will:	Hours	
		Class	Lab
SALES PRESENTATIONS		**10**	**0**
Interview preparation	Prepare for a sales interview.		
Approach dialogue	Prepare an approach dialogue to a prospective customer.		
Questioning and listening techniques	Determine customer needs through observing, questioning, and listening techniques.		
Sales presentation	Plan a sales presentation utilizing demonstration techniques.		
Sales resistance	Write a dialogue for meeting sales resistance.		
	Demonstrate methods of overcoming sales resistance.		
Orders	Ask for the order.		
	Close the sale.		
Suggestion selling and trading up	Employ suggestion selling and trading up methods.		
Conclusion of interview	Conclude sales interview.		
Interview exit	Take leave of the prospect.		
ETHICS OF SELLING		**2**	**0**
Ethical/unethical behavior	Identify ethical/unethical behavior of a salesperson.		

Recommended Outline	After completing this section, the student will:	Hours	
		Class	Lab
Ethical responsibilities	Describe the ethical responsibilities of a salesperson to the customer, employer, and competitor.		
Ethical codes	Compare ethical codes.		

Document Number:
04-27-03

SPECIFIC OCCUPATIONAL

MKT 106 - Fundamentals of Selling

Resources

Books

Anderson, B. R. (1987). *Professional selling* (3rd ed.). Englewood Cliffs, NJ: Prentice Hall.

Ditzenburg, R., & Kindey, J. (1986). *Selling: Helping customers buy* (2nd ed.). Cincinnati: South-Western.

Johnson, H. W., & Faria, A. J. (1987). *Creative selling* (4th ed.). Cincinnati: South-Western.

Kirkpatrick, C. A., & Russ, F. A. (1981). *Effective selling* (7th ed.). Cincinnati: South-Western.

Audiovisuals

A gift from Mrs. Timm [Videorecording]. (1982). Dartnell.

Locating company information [Videorecording]. (1986). Penn State Television.

Now that's service [Videorecording]. (1985). Roundtable Film and Video.

The perfect sale [Videorecording]. (1983). Barr Films.

Journals

Consumer Reports
Sales & Marketing Management

Document Number:
04-28-01

SPECIFIC OCCUPATIONAL

MKT 109 - Visual Merchandising

Course Overview

Course Description

Focuses on the components of display necessary for the effective visual presentation of goods and services. Opportunities will be provided to utilize the principles and techniques that are common to display work in various types of businesses. Emphasis will be placed on design, color, tools and materials, and installation of displays. Topics include: design and color principles, tools and materials of the trade, props and fixtures, lighting and signing, installation of displays, store planning, and safety.

Competency Areas

Design and Color Principles
Tools and Materials of the Trade
Lighting and Signing
Installation of Displays
Store Planning
Safety

Prerequisite

Provisional admission

Credit Hours

4

Contact Hours Per Week

Class - 3

D.Lab - 2

Document Number:
04-28-02

SPECIFIC OCCUPATIONAL

MKT 109 - Visual Merchandising

Course Outline

Recommended Outline	**After completing this section, the student will:**	**Hours**	
		Class	**Lab**
DESIGN AND COLOR PRINCIPLES		**12**	**2**
Basic elements of design	Explain how the elements of design are used to create various moods and impressions in visual merchandising.		
Color principles	Identify the basic colors and their properties.		
	Explain the psychological effects of color.		
	Identify basic color schemes.		
Principles of design	Identify the balance of a display.		
	Identify the point of emphasis in a display.		
	Identify the arrangements used (if any) in a display.		
	Identify the rhythm created in a display.		
	Identify the element or elements used to create harmony in a display.		

Recommended Outline	After completing this section, the student will:	Hours	
		Class	Lab
TOOLS AND MATERIALS OF THE TRADE		**6**	**6**
Display materials	Identify the various types of ready-made materials used to construct displays.		
	Identify how paper and fabric may be effectively used in a display.		
Props and fixtures	Identify the types of props and fixtures which may be used to construct a display.		
Display tools	Describe the use of a variety of tools and equipment used to construct displays.		
Inventory and storage of tools and materials	Design an efficient inventory and storage system for display tools and materials.		
LIGHTING AND SIGNING		**1**	**0**
Types of lighting	Identify the major types of lighting.		
	Discuss the advantages and disadvantages of major types of lighting.		
Lighting uses	Identify the types of lighting used in special situations.		
Function of signage	Describe the importance of signing in visual merchandising.		
Sign preparation	Prepare signs for use in visual merchandising.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
INSTALLATION OF DISPLAYS		4	9
Planning the display	Create a plan to follow to construct a display.		
Assembling the display	Construct a display.		
STORE PLANNING		6	2
Display locations	Describe the various locations for displays in a retail setting.		
Display planning calendars	Describe the development and use of a display planning calendar.		
Facade	Discuss the effects of a properly designed facade.		
Store layout	Execute or simulate a store layout that includes departments and seasonal and trend merchandise.		
Security	Identify methods of theft prevention through visual merchandising and store planning techniques.		
SAFETY		1	1
Safe display construction	Utilize standard safety procedures when operating equipment and installing displays.		
Customer safety	Identify customer safety issues.		

Document Number:
04-28-03

SPECIFIC OCCUPATIONAL

MKT 109 - Visual Merchandising

Resources

Books

Bell, J. (1988). *Silent selling: The complete guide to fashion merchandise presentation.* Cincinnati: Signs of the Times.

Canay, L., & Roberson, J. (1984). *A practical guide to visual merchandising.* Englewood Cliffs, NJ: Prentice Hall.

Colborne, R. (1982). *Fundamentals of merchandise presentation.* Cincinnati: Signs of the Times.

Diamond J., & Diamond, E. (1990). *Fashion contemporary visual merchandising.* Mission Hills, CA: Glencoe.

Gillespie, K. R., & Hecht, J. C. (1983). *Retail business management* (3rd ed.). New York: McGraw-Hill.

Mella, D. L. (1988). *The language of color.* New York: Warner.

Mills, K. H., & Paul, J. E. (1982). *Applied visual merchandising.* Englewood Cliffs, NJ: Prentice Hall.

Pegler, M. M. (1987). *Visual merchandising and display.* New York: Fairchild.

Samson, H., & Little, W. (1985). *Visual merchandising planning and techniques* (2nd ed.). Cincinnati: South-Western.

Audiovisuals

How to create effective window display [Slides, 6 part series]. Fairchild Visuals.

The psychology of color [Videocassette]. Wagner Institute of Color Research.

Visual merchandising and display [Videocassette]. Retail Reporting Corp.

Journals

Visual Merchandising and Store Design

Document Number:
04-29-01

SPECIFIC OCCUPATIONAL

MKT 110 - Entrepreneurship

Course Overview

Course Description

Provides an overview of the activities that are involved in planning, establishing, and managing a small business enterprise. Topics include: planning, location analysis, financing, and development of a business plan.

Competency Areas

Planning
Location Analysis
Financing
Development of a Business Plan

Prerequisite

Program admission level math competency

Credit Hours

8

Contact Hours Per Week

Class - 6

D.Lab - 4

Document Number:
04-29-02

SPECIFIC OCCUPATIONAL

MKT 110 - Entrepreneurship

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	 Lab
PLANNING		**20**	**0**
Characteristics	Identify characteristics of a successful entrepreneur in our society.		
	Analyze the characteristics common to successful entrepreneurs.		
Self appraisal	Compare a self appraisal to the list of entrepreneurial characteristics.		
Resources	Identify the reasons for planning in entrepreneurial endeavors (i.e., economic impact of small business).		
	Identify community resources for starting a business.		
Laws	Explain relevant government regulations relating to the operation of a business (local, state, federal).		
Trends	Identify current business trends.		
Types of business ownership	Identify the common types of business ownership.		
	Contrast the advantages and disadvantages of each type of business ownership.		

Recommended Outline	After completing this section, the student will:	Hours	
		Class	Lab
LOCATION ANALYSIS		**10**	**10**
Definitions	Define location analysis.		
Considerations	Explain why location is important. List considerations in choosing a community and specific business location. Discuss the advantages and disadvantages of buying or renting a particular building.		
Site selection	Analyze business locations using the criteria for site selection (i.e., a current business, a competitor) for inclusion in a business plan.		
Trends	Identify trends in business site location.		
Design factors	Identify the factors important to the interior and exterior of the business. Explain how design factors affect the business image and enhance success.		
FINANCING		**15**	**5**
Sources of capital	List sources of capital used by entrepreneurs.		
Financial reports	Interpret a financial report.		

Recommended Outline	After completing this section, the student will:	Hours Class	Lab
Definitions	Define terms associated with financial reports and inventory control systems.		
Budgeting	Explain the importance of budgeting and maintaining a positive cash flow.		
Financial forms	Collect financial forms needed for a business.		
DEVELOPMENT OF A BUSINESS PLAN		**15**	**25**
Components	Identify the components of a business plan.		
Purpose	Explain how a well prepared business plan helps the entrepreneur.		
Business plan compilation	Compile a business plan worksheet. Compare business plan formats. Gather the information needed to complete a business plan. Create a business plan.		
Presentation	Present the business plan.		

SPECIFIC OCCUPATIONAL

MKT 110 - Entrepreneurship

Resources

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Longenecker, J. G., & Moore, C. W. (1987). *Small business management* (7th ed.). Cincinnati: South-Western.

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Steinhoff, D., & Burgess, J. F. (1988). *Small business management fundamentals* (5th ed.). New York: McGraw-Hill.

Audiovisuals

Franchising: How to be in business for yourself, not by yourself [Videotape]. (1988). Auteur Productions.

How to really start your own business [Videocassette]. (1987). Karl-Lorimar Home Video.

In search of excellence [Videocassette]. (1986). Nathan/Tyler Productions.

Journals

Black Enterprise
Entrepreneur
Georgia Business and Economic Conditions
INC.
Journal of Small Business Management
Wall Street Journal

APPENDIX A

Document Number:
99-01-01

APPENDIX A

Fashion Production and Management

Equipment List

Address file
Alteration tags
Apparel steamer
Attachment, buttonhole
Attachment, seam guide
Awl (stiletto)
Bagger, commercial
Beeswax
Board, shoulder
Board, velvet/needle
Block/clapper, pounding
Bobbins
Bodkin
Book, fashion
Books, sample, fabric
Bowl, water
Brown paper
Brush, clothes
Brush, lint
Brush, paint
Brush, tooth
Buttonhole knife
Buttonhole maker, bound
Cabinets, file
Calculator, adding machine
Cash box
Cash register
Chalk, tailors
Charts, body measurement
Cleaner, iron, sole plate
Cleaner, iron (stream)
Cleaning gun
Cloth, pressing
Clothes hanger
Clothes hanging rack
Compass
Crochet hooks
Cutting board
Cutting table
Decorative machine cams
Distilled water
Dress form
Eraser
Fabric glue
Feather duster
Fitting platform
Foot, binder
Foot, button
Foot, buttonhole
Foot, gathering
Foot, invisible zipper
Foot, roller/even-feed/walking
Foot, straight stitch
Foot, zig zag
Foot, zipper
Forms, garment order
Gauge, sewing, six-inch with slide marker
Glass, magnifying
Graphite, stick
Guide, blind hemming
Hammer
Hand needles
Hem clips
Hem stand
Hem marker
Hoop, embroidering

"Iron-all"
Iron, dry
Iron, pressurized steam
Iron, steam
Ironing board
Knitting needles
Kit, gripper
Kit, zipper repair
Knife, pocket
Light, machine
L-square, tailors
Lubricant
Machine, blind stitch
Machine, commercial
Machine, domestic
Machine, needles
Machine, seam gauge
Machine, serger/overedger
Magazines, fashion
Magnet
Marker, cuff
Marking tables
Masking tape
Mirror
Molds, covered button
Muslin
Nail file
Narrow hemmer
Oil
Paper clips
Pattern box
Pattern notcher
Pattern paper
Pencil
Pencil, chalk
Picker, knit
Pin cushion
Pins, push
Pliers
Pointer/creaser
Presser, point and seam
Pressing mitt
Puncher/setter, eyelet
Rack, thread
Razor blade
Rest, iron
Receipts
Remover, spot or stain
Ripper, seam
Roll, pressing/seam
Ruffler
Ruler, cuff
Ruler, dress maker's transparent
Ruler, 12 inch
Ruler, 18 inch
Ruler, french curve
Safety pins
Scissors, button hole
Scissors, electric
Scissor/puncher, tailors hand worked buttonhole
Scissor, trimming/ripping
Screwdriver
Setter, grommet
Sharpener, pencil
Shears, dressmaker
Shears, lingerie
Shears, pinking/scalloping
Shears, tailors
Skirt hemmer
Sleeve board
Soap marker
Sponge
Steam stress
Straight pins
Suede cleaner
"Tuck it"
Tailors board

Tailors ham
Tailors thimble
Tailor's wax
Tape, double-faced
Tape measure
Tape, sewing, self-sticking
Tags, garment I.D.
Thimble
Thread clippers
Threader, needle
Thumb tacks
Tissue paper
Top-stitching feet
Towel, turkish
T-square
Tracing paper
Tracing wheel
Transparent tape
Turner, bolt (industrial)
Turner, loop (hand)
Tweezers
Water purifier
Weights, pattern
Wrench, allen
Whisk broom
Yardstick

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